



INTERNAL ADVERTISEMENT

Creditors Clerk

Introduction

Applications are invited from suitably qualified personnel to fill in the position of **Creditors Clerk** for Rainbow Tourism Group and the successful candidate will be based in the Accounts Department at A' Zambezi River Lodge.

The position reports to the Accountant.

Responsibilities Include:

- ❖ Processing of creditors invoices
- ❖ Reconciliation of creditor's accounts
- ❖ Preparation of payment schedules
- ❖ Analyzing of general ledger postings
- ❖ Compilation of statutory payments
- ❖ Retention of suppliers
- ❖ Maintaining of creditor's records

Job Specifications

The candidate should have the following:

- ❖ Higher National Diploma in Accounting or equivalent
- ❖ Hands-on experience with the Accpac and appreciation of the Opera system.
- ❖ 2 years' experience in a similar position.
- ❖ Ability to work under minimum supervision.
- ❖ Organizational commitment and dedication.
- ❖ Possession of excellent analytical, communication and relationship management skills

All applications, accompanied by a detailed CV, should be submitted online by not later than 21 August 2024 on the link below;

<https://rtgafrica.com/careers/jobs/creditors-clerk/>