



Accounts Payable Clerk

Introduction to SOLA

SOLA is a vertically-integrated provider of solar technology, finance and engineering expertise in Africa. SOLA grows businesses, connects communities and helps people prosper by advancing the adoption of clean energy throughout the African continent. Our team is committed to powering Africa with clean, affordable energy.

The overall purpose of the position:

Provide overall support to the Accounts Department by ensuring smooth functioning of the accounts payable process.

Reports to: Financial Accountant

Location: Granger Bay, Cape Town

Contract Type: Fixed Term (5 month contract)

Summary of Responsibilities:

- Capturing invoices and matching to purchase orders (will therefore need to work closely with the Procurement Department)
- Liaising with Project Managers and Design Engineers with regards to open purchase orders
- Preparation of supplier payments for mid-month payments
- Preparation of month end supplier payments for review
- Filing (supplier invoices, expense claims documents, etc)
- Proactively follow up on supplier statements
- Ad hoc assistance in Accounts as required

Key Performance Indicators

- Capturing 100% of supplier invoices accurately by month end
- Completion of all supplier recons by mid-month and month end
- Ensure all supplier statements are received by mid-month
- All supplier payments loaded onto the banking profile 7 working days before month-end

Minimum Requirements:

- At minimum, have a National Senior Certificate with a minimum of 1 year experience in Accounts Payable; and a tertiary qualification in Finance/Accounting
- Sage experience and loading payments in the banking system
- Sound analytical thinking ability to reconcile a large number of supplier accounts on a monthly basis
- Able to work well under pressure due to monthly deadlines
- Able to interact professionally and with the necessary assertiveness (when required) with various internal stakeholders (Design Engineers, Project Managers, etc) and external suppliers
- Confident communicator especially required for dealing with suppliers
- Must be fully proficient in English (verbal and written communication);
- Must be fully computer literate (MS Office Suite and Google App Suite);
- The ideal candidate will be passionate about the renewable energy industry and the company's contribution to the future of energy; He/she will embody respect and responsibility in the full sense of the word, and will enjoy contributing to a team of highly knowledgeable professionals.

If you are interested in applying for this vacancy, please submit your CV to hireme@sola.africa and complete the screening questionnaire [here](#).

CLEAN ENERGY FOR AFRICA

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