

## De Beers Group – Accounts Payable Intern Opportunities 2024

### Description

#### Job Overview

The suited candidate will be expected to work under pressure, on tight deadlines, be a good communicator and have pristine attention to detail. This role requires an energetic and enthusiastic individual who thrives in a fast paced and demanding environment. It is a temp position for 6 months.

#### Duties and tasks

- Preparation and review of creditors reconciliations before payments are made.
- Matching, batching, and processing of invoices on local, group and foreign suppliers.
- Ensuring payments are made to suppliers on time and according to the payment policy.
- Engaging with creditors in a professional manner ensuring all queries are resolved timeously.
- Following up on outstanding payments and clearing of old invoices for suppliers on the received not vouchered account as well as the creditors age analysis.
- Preparing monthly local accruals listing.

Qualifications:

#### Qualifications and experience

- National Diploma in Accounting (Or studying towards a financial qualification).
- Experience in the field is not required but would be advantageous.

Additional information:

#### Criteria and Skills

- Computer literacy- Advanced Excel and ERP system skills.
- Detail orientated.
- Strong analytical and problem-solving skills with broader strategic skills.
- Time management skills.
- Communication and presentation skills.
- Decision-making skills.
- Excellent interpersonal skills.
- Futuristic strengths and vision.

#### Hiring organization

De Beers Group

#### Employment Type

Intern

#### Job Location

Gauteng, 2194, Gauteng, South Africa, ZA

#### Working Hours

09

#### Base Salary

R 56.26 R - **Base Salary**

R 83.08 R

#### Date posted

March 9, 2024

#### Valid through

09.03.2026

