



## Creditors controller

VOLCANOES NATIONAL PARK, RWANDA

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### Key Responsibilities

The core function of the creditors controller is to process, reconcile and maintain all supplier accounts.

Key responsibilities include:

- Managing accounts payable using Sage Pastel software.
- Establishing and maintaining relationships with new and existing suppliers/service providers.
- Ensuring invoices are paid in a timely and accurate manner while adhering to purchase orders, prices, terms of payment.
- Preparation of monthly creditors reconciliations.
- Taxes filing and statutory deductions.
- Maintenance of the Fixed Asset Register.
- Monthly Petty cash reconciliation.
- Monthly bank reconciliations.
- Maintaining updated supplier files.
- Any other tasks as may assigned by Management.
- Assist during external and internal audits.
- Maintain confidentiality of company's confidential information.
- Maintaining historical records.
- Periodically review supplier terms/agreements.

### Skills & Experience

- Sound knowledge of accounts payable duties.
- Strong knowledge of bookkeeping and accounting skills.
- Familiarity with Sage Evolution.
- Bachelor's degree in Accounting, Finance, or related discipline.
- Professional qualification is an added advantage.
- Fixed Assets management knowledge is required.
- Minimum five years of accounting experience preferably in Accounts Payable.
- Must be extremely detail oriented.
- Teamwork and collaboration skills.
- Ability to meet deadlines.
- Professionalism and integrity.
- Excellent organization skills required.
- Strong written, verbal, and interpersonal communication skills required.
- Ability to multi-task and work in a busy and challenging environment.
- Rwandan citizenship required.
- Deadline for applications: 18.11.2022.

To apply email your CV to [robert.m@singita.com](mailto:robert.m@singita.com) or visit:

[www.singita.com/about/careers](http://www.singita.com/about/careers)