



Vacancy

Dynamic Fluid Control, a local manufacturer of valves, has a unique and diversified portfolio of products catering for the mineral processing, power generation, water and affluent markets. We have a strong strategic approach towards active participation in global markets.

The following position has become available at DFC:

POSITION: Payable Controller #DFC20250514-1

LOCATION: Benoni

REPORTING TO: Financial Accountant

JOB SUMMARY STATEMENT: To administer the payment and reconciliation of creditors within the pre-defined standards as set out in compliance to the Company's standard creditor's payment policies and procedures. Responsibilities include disbursing payments & posting these accurately against supplier invoices within the books of record, preparation of payment & remittance advices to suppliers and ensuring that management are advised of the status of accounts at all times.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

- Execution of vendor payments, including capturing of supplier invoices timely and loading payment on Standard bank
- Preparation of creditors reconciliations, including ability to rectify complex accounts
- Processing of foreign suppliers invoices
- Managing vendor ageing, prioritization of critical payments
- Cash flow forecasting on a weekly basis for payments
- Preparation of monthly accruals list – GRV accruals and creditors accruals
- Processing of intercompany invoices and month end finalization e.g. Signed confirmation are send out
- AP Elimination of intercompany transactions – On consolidation level
- Supervise the team

ACADEMIC QUALIFICATIONS:

- Grade 12
- Bookkeeping or accounts payable certificate
- National Diploma in Finance or related

EXPERIENCE:

- 5 years relevant experience required
- Foreign creditors: 2 years
- Knowledge of SAGE

KNOWLEDGE, SKILLS & ABILITIES:

- Communication & negotiating skills
- Deadline driven
- Strong attention to detail,
- Accuracy and efficiency
- Ability to prioritise
- Time management
- Excellent verbal and written communication
- Problem solving skills

- Perseverance
- Works with minimum supervision
- Analytics

BEHAVIOURAL COMPETENCIES:

- Adhering to principles and values
- Enthusiastically productive
- Following Instructions and procedures
- Honesty and Integrity
- Independent
- Self-motivation
- Take responsibility
- Cooperation
- Initiative

CLOSING DATE: 21 May 2025

Please note we have a DFC recruitment mailbox.

Kindly send your detailed CV to the following email address

recruitment@dfc.co.za

In line with our commitment to transformation, suitable qualified candidates from previously disadvantaged groups will be given preference.

While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling.

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