



The AIDC Eastern Cape (AIDC-EC) a wholly owned company by ECDC, is the Province's institutional mechanism that is mandated to promote and facilitate the automotive industry growth and development by supporting the government's industrial policy and other strategic initiatives that will contribute towards the provincial economic growth. As a developmental institution, AIDC-EC has positioned itself to contribute to the growth of South African automotive industry; support government's automotive related objectives; contribute to the government and industry's goals of continuous growth and sustainable job creation; and support ECDC's macro development plan and consequently contribute to the provincial growth and development plans.

With the head office based in Gqeberha within the Nelson Mandela Bay economic hub and with a branch office in East London, AIDC-EC is working hard to establish a strong presence throughout the Eastern Cape Province. Considering the fast pace of globalisation and technology development, a challenging and rewarding opportunity has thus arisen for the following positions:

FINANCE CLERK

The AIDC EC aims to recruit a **Finance Clerk** on a fixed term basis. The successful candidate will report directly to the **Finance Manager**

Purpose of Position:

The Finance Officer is responsible for maintaining accounts payable, accounts receivable, cashbook and procurement records and preparing and printing required reports.

Roles and Responsibilities:

- Capturing of Supplier Invoices on Pastel.
- Capturing of credit notes on Pastel (where applicable).
- Reconcile Supplier Statements.
- Capture Purchase requisitions on Pastel.
- Issue Purchase Orders to Stakeholders.
- Capture Petty Cash vouchers on Pastel.
- Prepare Customer Invoices.
- Capturing of return and debits (where applicable).
- Perform a monthly BBBEE spend report.
- Preparing and loading of supplier payments
- Finance filing and administration
- Any other ad -hoc finance related tasks

Qualifications and education requirements

- Grade 12
- Accounting Certificate NQF Level 4



Preferred skills

- 2 years relevant experience
- Analytical and problem-solving skills
- High accuracy and attention to detail
- Computer literacy

Contact: If you are interested in this position and have the relevant experience and expertise please forward your CV with full personal details, education, work history and contactable references to recruitment@aidcec.co.za

Please note that correspondence and communication will only be conducted with short listed candidates and preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the company.

If you have not been contacted within eight weeks after the date of the advertisement, please regard your application as unsuccessful.

In making these appointments, AIDC-EC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Please send your detailed CV; certified copies of academic qualifications and certified copy of ID to:
recruitment@aidcec.co.za

Closing date : 13 December 2024