



VACANCY AT WESSA

Finance Officer

Brief Overview of the Position

WESSA is seeking an experienced and detail-oriented **Finance Officer** to take ownership of cashbooks, bank reconciliations and accounts payable processes and reconciliations. This fixed-term role will be responsible for the accurate recording and control of cash transactions, timely and complete processing of supplier invoices and payments, as well as the maintenance of robust reconciliations. The successful candidate will operate within Sage 300 (Accpac), uphold strong internal controls, support month-end reporting, and deliver responsive service to internal and external stakeholders.

KEY RESPONSIBILITIES:

Operational Delivery

- Record and process cashbook transactions accurately and timeously in Sage 300
- Process supplier invoices and payments within agreed timelines, matching to POs/invoices where applicable
- Prepare and execute payment runs in line with internal processes and authorisation limits

Financial Control and Compliance

- Maintain strong financial controls over cash and payment processes
- Ensure compliance with organisational policies, procedures and relevant regulations
- Identify, investigate and escalate discrepancies, non-compliance and control weaknesses timeously

Reporting and Reconciliations

- Prepare accurate and timely bank reconciliations
- Maintain accurate Accounts Payable records and resolve outstanding balances
- Support month-end and year-end reporting with accurate data and schedules

Stakeholder Service and Business Support

- Respond promptly and professionally to supplier and internal stakeholder queries
- Build effective working relationships and escalate complex matters appropriately

Continuous Improvement and Team Contribution

- Identify and support process and system improvements within cash and payables
- Contribute collaboratively to the effectiveness of the Finance Unit

QUALIFICATIONS AND EXPERIENCE

- A relevant finance/accounting qualification, diploma or Bachelor's degree in Accounting, Finance, or Bookkeeping
- 3-5 years' relevant experience in a finance/accounts role with proven experience in cashbook, bank reconciliations and accounts payable is mandatory for this role
- Experience with Accpac (Sage 300) is advantageous; proficiency in another recognised accounting system will also be considered
- Strong Excel skills is essential

SKILLS

- Good communication skills and the ability to liaise professionally with internal and external stakeholders
- Strong attention to detail, accuracy and sound understanding of internal financial controls



LOCATION (Where will the individual be based):

The individual will be based at WESSA's offices in Howick, KwaZulu-Natal.

NOTE: WESSA is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences. WESSA reserves the right not to make an appointment to the post as advertised.

Please forward your application to:

WESSA Human Resources, via email to applications@wessa.co.za

Please state **"Internal Application: Finance Officer"** in the subject line, and submit your covering letter, CV and any supporting documentation as a combined, single PDF file.

Closing date of applications: 16h00 SAST, 02 October 2026