



# DENEL AEROSPACE – OVERBERG CAMPUS

(BREDASDORP – WESTERN CAPE)

## Accounts Co-Ordinator (Clerk)

Denel is an Employment Equity employer that gives preference to suitable candidates who add to the diversity of the company.  
External applicants: If you have not received feedback from Denel Aerospace –Overberg Test Range Campus within two months from closing date, please regard your application as unsuccessful.

**DEPARTMENT:** Finance Department

**JOB LEVEL:** (The decisions on the final job level will be commensurate with the experience and know-how of the successful candidate)

**PURPOSE**

To operate auditable creditor and debtor systems in order to deliver an effective and timely financial service to the Overberg Test Range (OTR) Bredasdorp - Western Cape

### KEY PERFORMANCE AREAS:

- Reconcile purchase order terms with supplier invoices and OTR goods received notes
- Ensure accurate, timely, and auditable payments to OTR creditors and collections from debtors
- Match supplier statements with OTR payment advices on a monthly basis
- Manage debtor invoicing processes, including follow-up on outstanding payments
- Assist with cash flow forecasting, planning, and reporting
- Maintain and monitor asset records for effective asset control
- Support resolution of internal and external audit queries and findings
- Process electronic payments to creditors in a secure and efficient manner
- Handle Petty Cash Cashier tasks
- Perform various ad hoc administrative and financial tasks as required

### QUALIFICATIONS AND / EXPERIENCE :

- Matric (Grade 12)
- Certificate in finance or related field ( essential)
- Minimum of 3 years' experience in an accounting or financial role
- Sound knowledge of PFMA and King III principles (advantage)
- Proficient in Microsoft Excel and accounting software
- Valid Code B driver's license

### JOB RELATED PERSONAL ATTRIBUTES

- Strong attention to detail with a high level of accuracy and analytical skills
- Unusual working hours during financial month-end and year-end periods
- Exposure to sensitive information
- Local and international stakeholder communication
- Effective communication and interpersonal skills
- Strong ethical and compliance mind-set
- Excellent time management and organizational skills
- Ability to work independently and meet deadlines
- Excellent communication and stakeholder engagement skills

**CLOSING DATE:** 29 August 2025

INTERESTED PARTIES SHOULD SEND CVs TO:

**Email address: [otrhr@denelotr.co.za](mailto:otrhr@denelotr.co.za)**

**Applicants must indicate the position applying for in the email subject line.**

**CVs must be accompanied by certified copies of your I.D. and Qualifications.**

For job related enquiries please contact: **Ms F Sefoor 028 445 2000**

We thank all applicants for their interest; however, only those under consideration will be contacted.