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| **APPROVED JOB GRADE:** |  |
| **DATE LAST REVIEWED:** |  |

Job Title: **Accounts Assistant - Debtors**

Department: **Finance**

Title Of Immediate Supervisor: **Management Accountant**

Title Of Direct Subordinate(s): **None**

# Overall Job Purpose

To improve mineral resource accountability

# Main Duties and Responsibilities

* Ensure all royalties and agency commission is paid in the shortest time possible
* Prepares disposal instructions for local sales proceeds
* Reconciles producer accounts monthly
* Issues monthly statements and VAT invoices to producers
* Records and captures all RAFs andNSRs
* Prepares monthly schedules for VAT output
* Files and maintains records

***What decisions do you make without necessarily consulting your Supervisor/Manager?***

* none

# Supervision Received

|  |  |
| --- | --- |
| **Method of Checking** | **How Frequent** |
| **Reports** | Daily,Weekly, monthly |
| **Meetings** | weekly |

# Supervision Sent

|  |  |  |
| --- | --- | --- |
| **Subordinate** | **Method of Checking** | **How Frequent** |
|  |  |  |

# Problem Solving

* Managing difficult producers

# Minimum academic qualifications required

# Degree in Accounanting

# Minimum professional qualifications required

* Studying towards CIS or ACCA or CIMA

# Experience required (in years)

* At least 3 years experience

# Soft Skills

* Team player
* Excellent communication skills

# Technical Skills

* SAP Proficiency
* Microsoft Excel & Word
* Analytical skills

**CONFIRMATION OF JOB DESCRIPTION**

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**Agreed by Incumbent (Name) (Signature) Date**

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**Agreed by Supervisor (Name) (Signature) Date**