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## Career Opportunity

### Internal & External Advert

**Bokoni Platinum Mine** is an ARM owned mining operation situated on the eastern limb of the Bushveld Complex. This operation is planned to produce circa 400,000 oz per annum. Its project plan includes the construction of new decline shafts with combined capacity of 240,000 tons per month, a new concentrator plant, tailings storage facility and associated surface and underground infrastructure.

Applications are invited from suitably qualified and experienced persons for the position of **Accountant**. The position will be based at Bokoni Platinum Mine at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo.

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### Accountant (C5)

#### Purpose of the Job:

To manage, co-ordinate and maintain the accuracy, completeness, timeliness and validity of Accounts Payable/Receivable/Cash Book function.

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#### Job Requirements:

- Grade 12.
- National Diploma or Degree in Accounting.
- At least 3 years accounting experience, preferably in a mining environment with a sound knowledge of IFRS.
- Understanding of financial transactions and ledger is required.
- Must have advanced computer skills especially in Microsoft Office packages as well as a known financial operating system.
- Any SAP or Oracle experience would be an advantage to the applicant.

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#### Job Responsibilities (will include the following but not limited to):

- Draw up and set clear financial policies and procedures to govern all financial transactions and operations.
  - Develop, implement, investigate and maintain efficient financial control systems.
  - Manage and control the company's financials up to balance sheet.
  - Reconciliation of the general ledger accounts and maintain good backup documentation for every account.
  - Produce Financial Reports for management and steering committee.
  - Prepare monthly cash flow forecasting report.
  - Control and supervise creditors, cashbook, debtors and payroll (financial aspect) models.
  - Responsible for loan as well as all bank accounts reconciliations.
  - Manage and control Government and Statutory reporting. E.g., VAT returns, levies, STATSSA reporting, BEE reporting.
  - Monthly General Ledger reconciliation.
  - Administrate all on mine incentive schemes.
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	<ul style="list-style-type: none"> <li>Supervise and control the accounts payable section for correctness and timely payment of accounts and to ensure compliance with SARS regulations and good corporate governance in the following functions: <ul style="list-style-type: none"> <li>Processing of supplier invoices and statement reconciliations.</li> <li>Processing of company credit cards.</li> <li>Resolution of internal and external supplier queries.</li> <li>New vendors credit applications.</li> <li>Verification of supplier bank accounts for new and existing suppliers.</li> <li>Monthly revenue invoicing.</li> <li>All staff debtors invoicing and payroll deductions.</li> <li>Manage salvage yard sales debtor and ensure correct allocation of receipts.</li> <li>Debtors' collection as per agreed terms and conditions.</li> </ul> </li> <li>Control records of all payments made through the cash book and ensuring that correct and valid cost codes are used in the processing of: <ul style="list-style-type: none"> <li>Processing direct supplier invoices.</li> <li>Interest paid and received.</li> <li>Commitment fees.</li> </ul> </li> <li>Adhoc Support of SMME's regarding compliance to financial standards.</li> <li>Set KPI's for accounts payable function and reporting thereof.</li> </ul>
Personal Attributes:	<ul style="list-style-type: none"> <li>Supervisory skills.</li> <li>Good problem solving skills.</li> <li>Attention to detail.</li> <li>Deadline driven.</li> <li>Have an enquiring mind and the ability to work independently under pressure.</li> <li>Financial acumen.</li> <li>Good communication skills.</li> <li>Interpersonal skills.</li> </ul>
<p><b>Interested applicants are invited to submit their CVs by no later than 10 November 2023 Email: <a href="mailto:Bokoni.Recruitment@bokoniplatinum.co.za">Bokoni.Recruitment@bokoniplatinum.co.za</a> with subject title Accountant – 03/11/2023 as reference.</b></p> <ul style="list-style-type: none"> <li>Comprehensive updated CV</li> <li>Certified ID copies</li> <li>Certified copies of all qualifications</li> </ul>	
Equity Statement:	<p>Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organisation.</p>

**POPIA Disclaimer**

**By sending your CV to the email address on this advertisement you agree to:**

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that Bokoni Platinum Mine will keep the record of your personal information confidential.