

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 **Accounts (Creditors) Administrator**. The position will be based at Bokoni Platinum Mine at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo.

Accounts (Creditors) Administrator (B5)

Purpose of the Job:

Ensure that creditors and other suppliers are paid on time, a discount is taken where applicable.

Job Requirements:	<ul style="list-style-type: none"> • Grade 12 • Bookkeeping certificate (advantageous) • Fitness Certificate • Understanding & application of Health & Safety Principles • At least 1 year experience in debtors and creditors in a mining environment • Accounting principles • Understanding of VAT • MS Office – intermediate MS Excel • Invoicing • Record keeping • Reconciliation
Technical Responsibility	<div> Work </div> <ul style="list-style-type: none"> • Manage creditors/payments including: <ul style="list-style-type: none"> ○ Capture valid (per SARS requirements) invoices for both stock and non-stock items ○ Selection of correct VAT code applicable to transactions processed ○ Prepare monthly creditors reconciliations ○ Select and allocate invoices for payment on the financial system ○ Prepare other payments for 3rd party and other suppliers ○ Handle creditors enquiries and issue proof of payment. Maintain audit trail of interactions with suppliers ○ Complete credit applications ○ Recover settlement discounts ○ Detection, correction and reporting of irregularities and duplicate transactions ○ Ensure contract rates are invoiced correctly and liaise with procurement department on variances • Handle Petty Cash including: <ul style="list-style-type: none"> ○ Safekeeping of the petty cash box ○ Assist in handling petty cash payments and deposits in accordance with procedure ○ Assist in capturing all petty cash transactions on accounting system

	<ul style="list-style-type: none"> ○ Request cash via EFT withdrawal when necessary to maintain petty cash amount ○ Ensure petty cash balances at all times, conduct monthly reconciliation <ul style="list-style-type: none"> • Assist in completion of weekly bank reconciliation • Assist with monthly cash flow and forecasting via age analysis • Collate documents (re invoicing), liaise with all relevant stakeholders, ensuring it's signed-off before payment • Support SMME's with regard to accounting principles and compliance to financial standards <p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Prepare monthly reports as requested • Ensure effective and compliant finance administration, including record keeping • Ad hoc financial administration <p>STAKEHOLDER ENGAGEMENT</p> <ul style="list-style-type: none"> • Manage internal relationships • Liaise with suppliers • Liaise with external stakeholders, e.g. auditors, as required <p>HEALTH & SAFETY MANAGEMENT</p> <ul style="list-style-type: none"> • Participate actively in the health & safety programme • Ensure that the correct PPE is used where required • Ensure housekeeping and cleanliness in all areas • Report all incidents or accidents
Personal Attributes:	<ul style="list-style-type: none"> • Good communication skills • Interpersonal skills • Problem solving • Attention to detail • Deadline driven • Financial acumen
<p>Interested applicants are invited to submit their CVs by no later than 16 November 2023 Email: Bokoni.Recruitment@bokoniplatinum.co.za with subject title Accounts (Creditors) Administrator.– 10/11/2023as reference.</p> <ul style="list-style-type: none"> • Comprehensive updated CV • Certified ID copies • Certified copies of all qualifications 	
Equity Statement:	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.
POPIA Disclaimer	<p>By sending your CV to the email address on this advertisement you agree to:</p> <ul style="list-style-type: none"> • 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.