



Mbuyelo Group (Pty) Ltd

ROLE PROFILE: ACCOUNTS OFFICER

GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Group	DATE	30 July 2020
OPERATION	Mbuyelo Mining Contractors	JOB LEVEL	Level C
LOCATION	Johannesburg	JOB REF No:	MMC034
DISCIPLINE	Finance and Administration		

REPORTING STRUCTURE

REPORTS TO (TITLE)	Accountant
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ROLE SUMMARY (PURPOSE)

Reporting to the Accountant, the role will be responsible specific focus on areas including, but not limited to the reconciliation of the general ledger accounts, reconciliation of Bank and Cash, assisting the Accountant in the Creditor's cycle, petty cash and credit card reconciliations, VAF loans reconciliations and Fixed Assets reconciliations.

KEY WORK OUTPUTS AND ACCOUNTABILITIES

- Assist with the VAF Loan reconciliations
- Assist in the Creditors cycle management
- Allocation of payments to suppliers
- Bank and cash reconciliation
- Petty cash and credit cards reconciliations
- Fixed Assets register management and reconciliations
- General ledger reconciliations
- Balance Sheet reconciliations
- Assist with VAT submissions and audits
- Assist with the Finance department administration

REQUIREMENTS

QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none"> BComm Accounting or Cost Accounting or National Diploma in Cost Accounting Sound interpersonal relations, proficiency in report compilation, financial modelling, business acumen, code 8 driver's licence. Coal mining cost accounting experience would be an advantage Mining tax knowledge SAP/VIP knowledge will be an advantage At least 5yrs experience in a Finance role
COMPETENCIES	<ul style="list-style-type: none"> Think analytically, systematically and laterally Excellent written and verbal communication skills
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> Mbuyelo Mining Contractors shall apply the Employment Equity principles as set out in Company's Employment Equity Policy Incomplete CV's and/or applications will not be considered. If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful. Internal Candidate's that wish to apply for this opportunity must inform their supervisors upon applying
CLOSING DATE:	<ul style="list-style-type: none"> The closing date for applications: 07 July 2020
CONTACT DETAILS:	<ul style="list-style-type: none"> e-mail applications, with reference number to: hr.mmc@mbuyelo.com