



Mbuyelo Mining Contractors (Pty) Ltd
a subsidiary of Mbuyelo Group (Pty) Ltd

Finance Officer

ROLE PROFILE

Accounts Officer			
GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Group	DATE	13.06.2025
OPERATION	Mbuyelo Mining Contractors	JOB LEVEL	C – Level
LOCATION	Head Office/ Meyersdal		
DISCIPLINE	Finance and Administration		
DEPARTMENT	Finance		
REPORTING STRUCTURE			
REPORTS TO (TITLE)	Finance Manager		
ROLE SUMMARY (PURPOSE)			
The role will be responsible for managing operational costs, financial insight to improve efficiency and profitability, to analyse cost, identifying areas of improvement. This role will also collaborate with various departments to help management make informed decisions.			
KEY WORK OUTPUTS AND ACCOUNTABILITIES			
<ul style="list-style-type: none">Managing operational costs for the various sitesMonitoring, analysing and reporting on production cost variances and inefficienciesIdentifying opportunities for operational cost reduction and efficiency improvementReviewing and reconciling inventory accounts, conducting regular physical inventories and auditsEnsuring compliance with accounting and financial reporting standards and regulationsAsset register management and related loans reconciliationsAnalyse and track the direct cost of mining equipment usage, and other related operational expensesAssist with production plans and monthly costs forecastsDevelop cost-control measures specific to mining operationsPreparation of monthly profit and loss reports for the various sitesCompilation of Quarterly forecasts for the various sitesAssist with preparation for Annual Internal and external AuditsAssist with preparation of Annual Audited Financial Statements in line with IFRSDesign and co-ordinate creation of other financial Reports			
REQUIREMENTS			
QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE	<ul style="list-style-type: none">BComm Accounting or Cost Accounting or National Diploma in Cost AccountingCompleted ArticlesSound interpersonal relations, proficiency in report compilation, financial modelling, business acumen and detailed oriented.Code 8 driver's licence.Coal mining and monthly segment reporting experience would be an advantageMining tax knowledgeSAP/VIP knowledge will be an advantageAt least 5yrs experience in a similar Finance Role post article		
ADDITIONAL INFORMATION	<ul style="list-style-type: none">Appointment will be made in line with the Employment Equity consideration.		

	<ul style="list-style-type: none"> • If you have not heard from us in 21 working days, please consider your application as unsuccessful • Internal Candidates wishing to apply for this opportunity must inform their supervisors upon applying
CLOSING DATE	<ul style="list-style-type: none"> • The closing date for applications: 02 July 2025
CONTACT DETAILS	e-mail to: hr.mmc@mbuyelo.com