

**ASSISTANT ACCOUNTANT
GRADE: CL**

Ref no: FIN/07/21

**INTERNAL/EXTERNAL
CLOSING DATE: 15/09/2021**

**REPORTS TO: ACCOUNTANT:
FINANCIAL**

PURPOSE OF THE JOB

- Assist with providing a full accounting function to the operation

MINIMUM QUALIFICATIONS

- Financial Diploma/B Com Degree
- Advanced Microsoft office computer skills as well as a known financial operating system

MINIMUM EXPERIENCE

- Minimum 1-2 year working experience in a financial department
- Experience working in a financial department in a mining environment will be an advantage

COMPETENCIES & REQUIREMENTS

- Professional communication skills in English

JOB RESPONSIBILITIES

- Supervise the accounts payable and receivable function
- Upload invoices for payment
- Monthly bank reconciliation
- Preparation of journals
- Preparation of general ledger reconciliation
- Assist with financial reports (AFS, Financial pack)
- Assist with Annual Budget preparation
- Assist with cash flow forecast
- Assist with Internal and external audits
- Management of petty cash and credit cards
- Monitor compliance to internal controls

TERMS & CONDITIONS

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996.

Applicants must be prepared to undergo certain job-related assessments, if required as part of the selection process. Credit, criminal and reference checks may be done by the Mine if deemed necessary.

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to:

recruitmentP@trp.co.za

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

- 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 TRP will keep the record of your personal information confidential.

