

BRMO JOB VACANCY



BLACK ROCK MINE OPERATIONS



OFFICER MANAGEMENT ACCOUNTS



INTERNAL

PATERSON GRADING: C3
CLOSING DATE: 09/02/2024

ASSMANG Pty Ltd requires the services of **Officer Management Accounts** at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

MAIN TASK AND RESPONSIBILITY

To coordinate shaft costing and liaise with budget holders and Management Accounts team.

MINIMUM QUALIFICATIONS

(Essential unless otherwise indicated)

- Certificate: Grade 12 (Required).
- National Diploma Cost and Management Accounting (Required).

EXPERIENCE AND REQUIREMENTS

(Essential unless otherwise indicated)

- 2 - 3 Years' Cost Management Accounting experience.

KNOWLEDGE AND SKILLS

(Essential unless otherwise indicated)

- Computer Literate (Microsoft Office);
- System Skills – ERP Systems;
- Assist budget holders (shaft specific) with cost control. Report on shaft costing, variance analyses;
- Assist with capital reporting;
- Assist with audits and financial year end;
- Develop costing reports. Refine cost structure;
- Update Qlikview with budgets and develop Qlikview reports;
- Ensure transaction accuracy. Compile variance explanations;
- Obtain information, check for accuracy and capture data;
- Participate in budget planning process for section. Execute plans within standard;
- Assist with budget preparation and business plan inputs;
- Coaching and supporting shaft based functional and operational staff on finance processes and governance;
- Understanding and communicating cost drivers and their influence on operational results;
- Participate in change initiatives and provide feedback on resistance;
- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives;
- Document administration per procedure;
- Comply with disciplinary and behavioural rules and procedures.

TERMS & CONDITIONS

- The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996.
- **Remuneration** will be based on a competitive all-inclusive flexible package.
- **Employment Equity targets** will be considered when appointing potential candidates.
- **People living with disabilities** are encouraged to apply.

Interested applicants are requested to submit their CV's with certified copies of qualifications.

- Apply via our Career website only:
<https://assmang.ci.hr>

- Please be advised that short listed candidates will be required to authenticate information provided in CV's.
- Late applications will not be accepted
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 21 days after the closing date, please consider your application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

POPIA DISCLAIMER:

- By submitting your application, you agree:
- To the processing of your personal information and sharing it with third parties for verifications.
 - To you exercising of your rights provided for by POPIA.
 - To BRMO keeping your personal information confidential.

FRAUD ALERT:

Black Rock Mine Operations subscribes to ethical recruitment processes:

- > **Black Rock Mine Operations will never ask for money in exchange of any application, medical assessment, and interview or to be appointed.**
- > **Black Rock Mine Operations will never display personal contact details or cell phone number of individual recruiters on the advert as a form of communication or job application**