

## 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 **Capital Accountant**. The position will be based at Bokoni Platinum Mine at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo).

### Capital Accountant (DL)

#### Purpose of the Job:

The Capital Accountant is responsible for the effective coordination of the Capital Management process and related administration for the mine in support of the Operations Financial Manager and Management Accountant. The incumbent is responsible to collate and process financial transactions and compile reports related to all capital projects. The incumbent is also expected to ensure the completeness, accuracy and validity of all transactions.

<p><b>Job Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Relevant academic degree e.g. BCom, professional qualification e.g. CIMA, etc. will be to the applicant's advantage.</li> <li>• Minimum of five years finance / management accounting experience of which majority should be on capital &amp; asset management, preferably within the mining industry.</li> <li>• Advanced computer literacy for role (MS Office package).</li> <li>• Thorough knowledge and experience working with business ERP and reporting systems. SAP and Oracle fusion experience will be to the applicant's advantage.</li> <li>• Strong communication, coordination and analytical skills.</li> <li>• Medical certificate of fitness to work in mining environment</li> </ul>
<p><b>Job Responsibilities</b> (will include the following but not limited to)</p>	<ul style="list-style-type: none"> <li>• Prepare the on-mine Capital Expenditure Budget Plan and all Capital Fund Applications.</li> <li>• Ensure Capital Fund Applications comply with standards for submission.</li> <li>• Process all on-mine Capital Fund Applications for timeous approval.</li> <li>• Coordinate and participate in monthly CAPEX meetings and reviews.</li> <li>• Monitor capital cash flow and expenditure and advise Project Managers/Owners accordingly.</li> <li>• Monthly CAPEX forecast compiled to the required standard.</li> <li>• Timely and accurate completion of post implementation reviews.</li> <li>• Project vote closures completed to the required standard.</li> <li>• Capital applications of funds aligned to approved budgets and relevant stakeholders advised on approved capital budgets.</li> <li>• Statutory compliance and application of the respective accounting standards.</li> <li>• Monthly capitalisation of projects according to the required standards.</li> <li>• Ensure Fixed Asset Register correctness and maintenance, coordinate physical verification of assets.</li> <li>• Compile and consolidate the CAPEX business plan and Budget cycle.</li> </ul>

- Ensure compliance to Capital Expenditure policies and procedures, delegation of authority and procurement policies and procedures.
- Actively participate and contribute to the larger Financial Management team in developing and achieving its strategy.

**ADMINISTRATION**

- Prepare monthly reports as requested.
- Ensure effective and compliant finance administration, including record keeping.
- Ad hoc financial administration.

**STAKEHOLDER ENGAGEMENT**

- Manage internal relationships.
- Liaise with external stakeholders, e.g. auditors, as required.

**HEALTH & SAFETY MANAGEMENT**

- 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:**

- Good communication skills.
- Interpersonal skills.
- Problem solving.
- Attention to detail.
- Deadline driven.
- Financial acumen.

**Interested applicants are invited to apply on our B-Connect WhatsApp System at 087 250 2184 follow the prompts by no later than later than 12 March 2024. Please attach:**

- 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**

**By sending your CV to the email address on this advertisement you agree to:**

- 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.