

CAREER OPPORTUNITY

African Rainbow Minerals (ARM) is a leading South African diversified mining and minerals company with operations in South Africa and Malaysia. ARM mines and beneficiates iron ore, manganese ore, chrome ore, platinum group metals (PGMs), nickel and coal and has a strategic investment in gold through Harmony Gold Mining Company (Harmony).

ACCOUNTS RECEIVABLE SPECIALIST (C-LOWER PATTERSON GRADING)

Purpose of the Job:

- The Accounts Receivable Specialist is responsible for posting accounts receivables (group companies and third parties) invoices, credit notes and allocating receipts, as well as interacting with customers to facilitate swift payment of invoices due.
- This role is also responsible for administering corporate credit cards, petrol cards, petty cash and supervising over office facilities.

Location:

- Sandton, Johannesburg

Job Requirements:

- Finance/Accounting diploma.
- Minimum of 4-5 years in Accounts Receivable/ Finance experience.
- Oracle or similar ERP experience.
- Intermediate Microsoft Excel Skills.

Job Responsibilities:

- Accurate and timeous raising of debtor invoices based on supporting documents received from various sources (Payroll, accounts payable, cashbook, etc.)
- Timeous distribution of invoices, supporting documents and statements to debtors.
- Accurate and timeous posting of debtor receipts (including updating and balancing the receipt book).

- Monitoring of debtor ageing and follow up on outstanding invoices.
- Dealing and resolving debtors enquiries.
- Maintain the debtors filing system to ensure a clear audit trail.
- Monthly reconciliation of the accounts receivable sub ledger to the relevant general accounts.
- Monthly reconciliation of credit card, petty cash and sundry receivable general ledgers accounts.
- Effective administration and payment of the company credit cards and petrol cards (new cards, cancellations, limit increase).
- Preparing journals for transactions incurred on the corporate credit cards and petrol cards, based on support provided by the various card holders.
- Accounting for and day to day management of the Company petty cash function.
- Supervising switchboard and cleaning staff and related activities.

Personal Attributes:

- Attention to detail.
- Ability to communicate effectively.
- Problem solving abilities.
- Well organised.
- Time management.
- Ability to collaborate.

- Strategic thinker who can demonstrate leadership abilities.
- Ability to work under pressure.
- Continuous improvement-focus and ability to drive change management with demonstrated understanding and competence in managing performance, development and transformation.

Equity Statement:

Preference will be given to suitably qualified applicants from designated groups in line with the employment equity plan and targets of the organisation.

POPIA Disclaimer

By sending your details 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 ARM will keep the record of your personal information confidential.

Additional Information:

- To apply for this vacancy, please send your CV to the email address below before the closing date.

Email: recruitment@arm.co.za

No late applications will be considered or accepted.

- Correspondence will be limited to short-listed candidates only.
- If you do not hear from the Company within 21 days after the closing of the advert, please consider your application as unsuccessful.

Closing date: 10 May 2024



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