

# 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 PAYABLE CLERK (C-LOWER PATTERSON GRADING)

### Purpose of the Job:

Processing of supplier invoices, performing reconciliations and processing payments, while maintaining effective supplier and internal relationships.

Administration of foreign currency orders and reconciliations.

Supervising office facilities and staff.

### Location:

- Sandton, Johannesburg

### Job Requirements:

- Diploma or Degree in Bookkeeping/Accounting will be advantageous.
- 3 - 5 years within an Accounts Payable role.
- Knowledge and/or exposure to Oracle Finance system or similar ERP System and Microsoft Office Suite.
- Knowledge of VAT requirements related to supplier payments.
- Knowledge of general ledger reconciliations.

### Job Responsibilities:

- Processing vendor invoices and payments in accordance with Company policies, procedures and applicable legislation.
- Reconcile monthly vendor statements and resolve outstanding items.

- Reconcile and clear allocated general ledger suspense control accounts.
- Prepare journals and supporting documents for accruals and charge outs to intercompany accounts.
- Provide information to the Payroll Department for staff deductions.
- Attend to related queries with internal and external stakeholders.
- Ordering, administration and reconciliation of foreign currency requests and claims.
- Maintain an effective filing system.
- Supervising receptionist and cleaning staff and related activities.

### Personal Attributes:

- Problem solving and judgement.
- Attention to detail.
- Planning and prioritizing.
- Confidentiality.
- Deadline driven.
- Ability to work independently.
- Organised.

**Closing date: 23 January 2025**

### 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](mailto: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.



[www.arm.co.za](http://www.arm.co.za)



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