



ASSISTANT ACCOUNTANT – C4

INTERNAL/EXTERNAL



Applications are invited from suitably qualified and experienced persons for the position of Assistant Accountant at Modikwa Platinum Mine. The incumbent will report to the Information Management Leader

REQUIREMENTS

- Relevant academic degree e.g BCom or National Diploma in Finance/Management Accounting.
- Minimum of three years finance/management accounting experience, preferably within the mining industry.
- Advanced computer literacy for the role (MS Office packages).
- Experience working with business ERP and reporting systems.
- SAP and Hyperion Essbase experience will be to the applicant's advantage.
- Good business understanding with strong communication, coordination and analytic skills.
- Valid driver's license (Code 08).
- Medical certificate of fitness to work in mining environment.

WORK DESCRIPTION

The assistant Accountant role forms part of the business area accounting team and is responsible to control, analyse, understand and comment on management information as well as to report thereon. The primary responsibility of the role is to assist with cost control, analysis of production and cost variances, as well as the reporting thereof to the Business Area Accountant and the respective Heads of Section at the Business Area as may be required.

PACKAGE

The package will be in accordance with the Modikwa package schedules.

APPLICATIONS

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

Email: modikwacentralrecruit@modikwa.co.za

DUTIES AND RESPONSIBILITIES

- Assist with effective cost management for the business area, including controlling costs against target, pro-actively highlighting deviations and corrective actions taken on deviations.
- Ensure correct cost allocations in terms of working and capital costs and support/maintain activity costing system.
- Processing month-end journals, settlements, re-postings and compilation of provisions/accruals required for the business area.
- Assist with preparation of annual business area budget and loading of cost center budgets into the relevant reporting systems.
- Oversee the purchase requisition process for the business area and liaise effectively with key business stakeholders to ensure timely creation of purchase orders for required goods and services.
- Monitor, review and follow up on control and reporting issues and adherence to policies and procedures and relevant legislations.
- Assist with enabling weekly cost reviews for the business area stakeholders as well as monthly mine management reviews.
- Identify opportunities to improve processes, cost control and systems and cost saving initiatives.
- Data integrity supporting financial information and reporting.
- Assist with processes to ensure timely and accurate delivery of source data from other departments for the purpose of bonus administration.
- Understanding the nature of contracts impacting on the business area activities and ensure compliance with contractual commitments, including processes for payment verification and approval.
- Performing administrative functions in support of the business area and contribution to the larger Finance and Information Management team in achieving its objectives.

CLOSING DATE

The closing date for all applications is 17 March 2026.

TERMS AND 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.

Please note that proof of educational qualifications (certified copies) should be attached to the applications. Application without these attachments will not be taken into consideration for this position. In the event that you do not hear from the Company within a period of 21 days after the closing date, your application shall be deemed to be unsuccessful. Correspondence will only be limited to shortlisted candidates.

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. **First preference will be given to women.**

POPIA DISCLAIMER:

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information for recruitment purposes and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that Modikwa will keep the record of your personal information confidential and for the specific purpose it was submitted.

Please Note: In the event that you fail to provide personal data relevant to application process or specific position you applied for, we may not be able to consider and process your application further.

