

EXTERNAL VACANCY

Closing date for applications:	12 October 2017
Position:	Mine Accountant
Location:	Silica Quartz
Location:	Delmas: Groenfontein Farm
Reporting to:	Financial Manager

Purpose of the Role:

To manage the financial accounts of Silica Quartz and ensure that all financial accounts are accurately and timeously recorded and reported as well as in alignment with the necessary standards.

Key Performance Areas:

- Management of all the daily financial functions within the department e.g. general accounting, debtors, creditors, assets, general stock items and project accounting and reporting.
- Reconciliation and management of the balance sheet and income statement on a monthly basis.
- Implementation of all generally acceptable accounting principles and procedures across the departments.
- Ensure the integrity and accuracy of the general ledger information on a daily/weekly and monthly basis so as to provide value added financial information.
- Ensure that all financial deadlines are met and that all monthly/quarterly/annual reporting are accurate and timeously submitted.
- Assist in the compilation of the annual budget.
- Complete ad hoc exercise as required.

Minimum Requirements:

Qualifications

- Minimum Financial Degree.
- Previous experience with SAGE will be an advantage.
- Valid Certificate of Fitness.

Knowledge, Skills & Experience

- Computer literate with a good knowledge of MSOffice (Excel).
- 2-3 Years' experience in a similar position.
- Must have a good understanding of finance and accounting processes.

Personal Attributes/Competencies

Ability to work with people and within a team. Excellent communication and people skills. High attention to detail and ability to operate under tight deadlines. Ability to work independently and provide a well-balanced & highly skilled service.

E-mail Applications with an updated CV to: hr@silq.co.za

Reference Number: HR/6.1.1/R/15/17

The advertisement has minimum requirements listed. Silica Quartz Management reserves the right to use additional/relevant information as criteria for short-listing. Silica Quartz reserves the right not to fill vacancies. Correspondence will only be entered into with short-listed candidates.