

Applications are invited from suitably qualified and experienced persons for the position of **Administrator: Creditors** (CL Job Grade) at Nkomati Mine situated in Mpumalanga, between the city of Nelspruit and the towns of Barberton, Machadodorp, Badplaas and Waterval-Boven. Nkomati Mine is a Joint Venture between African Rainbow Minerals and Norilsk Nickel Africa.

The incumbent of this position reports to the Supervisor: Creditors.

The following **qualifications** and **experience** may be considered to be essential for this position:

- Grade 12 / Standard 10
- Diploma or National Certificate or Industry related Qualification relevant to the role NQF 4
- 1 to 2 years relevant experience
- JD Edwards Experience is essential
- Medically fit ("Red Ticket")
- Computer literacy.
- Valid driver's licence.
- Business Acumen

The incumbent's **responsibilities** will include amongst others the following:

- Perform daily reconciliations and prepare final reconciliations for payment purposes
- Administration of VAT invoices to comply to SARS requirements
- Maintaining the retention file pertaining to the Nkomati Expansion project
- Attend to internal and external audit queries where necessary, maintaining and updating of payment files
- Processing all weekly payments in JD Edwards and load for payment
- Resolve and escalate reconciliation issues and send out remittances after payment
- Split payments between operational and capital expenses for the Financial Accountant
- Responsible for monthly payment check-run to be processed
- Assisting with Cashbook administration when Cashbook Administrator is absent
- Filing of payments, invoices, recons and statements
- Maintaining, capturing and follow up on query log
- Compiling the Creditors review and accruals report
- Compile reports of all vendor payments done
- Capturing of supply invoices, reviewing captured invoices and filing of invoices
- Ensure the prompt matching of creditors invoices to orders
- Providing copies of invoices to the costing department at their discretion
- Requesting statements and invoices from suppliers and submit invoices for payment
- Compiling report of diesel invoicing and deliveries on monthly basis for VAT refunds
- Manage internal and external relations, including the interface with external providers responsible to ensure business needs are met and employees are satisfied
- High sense of confidentiality and financial ethics in work place required.
- Ensure and comply with safety standards guidelines, policies and procedures


Remuneration: The flexible salary package will be commensurate with qualifications and experience. A full range of standard fringe benefits applies.

Selection Procedure: Panel Interview, job related assessments as well as criminal and reference checks may be utilised during the selection process. Nkomati Mine is an equal opportunity employer and filling of positions will be done in line of the company's Employment Equity Plan.

Submission of Applications: Applications should be submitted to recruitment@nkomati.co.za

Please Note

- Unsolicited CV's will not be responded to and all CV's not shortlisted will not be kept.
- Should your application be deemed eligible, we will contact you within 21 days after the closing date; else consider your application to have been unsuccessful and correspondence will be entered into with shortlisted candidates only.

	INTERNAL - VACANCY Administrator: Creditors	Form HR 035
Process Owner:	HUMAN RESOURCES	
		Revision 18

- Jobs are not for sale at Nkomati Mine and formal recruitment process will be followed at all times.

Closing Date: 15 June 2018