

## ADVERTISEMENT

DATE: 10/06/2019

<b>Job Title</b>	:	<b>Finance &amp; Admin Leader</b>
<b>Job Grade</b>	:	<b>EL</b>
<b>Reports To</b>	:	<b>Business Leader</b>
<b>Reference No.</b>	:	<b>FIN/04/19</b>
<b>Purpose Of The Job</b>	:	To lead the Financial and Administration Team in providing a totally integrated Financial and Administration and Supply Chain Function to the Mine.
<b>Minimum Qualifications and Experience</b>	:	<ul style="list-style-type: none"> <li>• Degree or Diploma in Finance /Accounting/ Economics / Business Administration</li> <li>• Professional Registration as Chartered Accountant (SA)</li> <li>• 10 years' Financial experience of which 5 years should be on middle management level</li> <li>• Mining environment experience</li> </ul>
<b>Job Responsibilities</b>	:	<ul style="list-style-type: none"> <li>• Budget and reporting process for Operation.</li> <li>• Liaison with HOD's in terms of their cost centres.</li> <li>• Financial processes and controls within the operations.</li> <li>• Evaluating and advising on current and future business decisions &amp; investments.</li> <li>• Financial reporting to the corporate controller.</li> <li>• Financial analysis on monthly results and reporting to cost forum within set timeline and framework.</li> <li>• Accountable for accounting of and control over creditors' and debtors' payments.</li> <li>• Relationship with major suppliers, auditors, HOD's and corporate office.</li> <li>• Capex Budget and fixed asset management.</li> <li>• Input to budgeting and reporting processes and tools.</li> <li>• Managing the detail budgeting and forecasting process for the operations and reporting it within set timeline.</li> <li>• Responsible for continuous business improvement.</li> <li>• Reduction of working capital.</li> <li>• Managing and creating cost awareness and reducing of spending patterns.</li> <li>• Reporting into the company's board regarding financial controls, results and business investments.</li> <li>• Apply risk management framework within the area of accountability.</li> <li>• Responsible for key financial systems and recommendations regarding investment in other business systems.</li> <li>• Complying of Annual Financial Statements, Annual corporate reporting packs and managements accounts.</li> <li>• Complying to statutory regulations and acts.</li> <li>• Adherence to KING III regulations.</li> <li>• Ensuring annual acceptable audit reports from both internal as well as external auditors.</li> <li>• Sound knowledge and application of company and personal individual taxes.</li> <li>• Managing the IT Department</li> <li>• Managing the Stores and Procurement environment.</li> <li>• Managing Employee Remuneration &amp; Salary Administration environment.</li> </ul>
<b>Competencies and requirements</b>	:	<ul style="list-style-type: none"> <li>• Proficiency in MS Excel</li> <li>• Financial Analysis and modelling</li> <li>• Sound knowledge of Tax Legislation</li> <li>• Sound Knowledge of the BBBEE scorecard and mining Charter requirements</li> <li>• Working knowledge of Financial Systems i.e. SAP, DELTA</li> </ul>
<b>Selection Procedure</b>	:	Panel Interview
<b>Closing Date</b>	:	<b>23 June 2019</b>
<b>E-Mail Applications</b>	:	<a href="mailto:recruitment@trp.co.za">recruitment@trp.co.za</a>
<b>Faxed Applications</b>	:	086 696 1603

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Two Rivers offers competitive remuneration packages and conditions of employment will be based on the "Basic Rate" concept. The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996.

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Applicants must be prepared to undergo certain job related assessments, if required as part of the selection process. Credit criminal and reference checks may be done by the Mine if deemed necessary. TRP is an equal opportunity employer and in making the final selection, consideration will be given to applicable legislations as well as the TRP Employment Equity Plan.

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PLEASE BE ADVISED THAT ONLY APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE CONSIDERED. IF YOU HAVE NOT BEEN CONTACTED BY THE COMPANY WITHIN **THREE (3) WEEKS AFTER THE CLOSING DATE**, PLEASE CONSIDER YOUR APPLICATION TO BE UNSUCCESSFUL.