



Finance Division

Applications are invited from interested and suitably qualified persons for appointment to the position of:

Assistant General Ledger Controller

KEY PERFORMANCE AREAS

- Control the monthly activities associated with period-end closing on the SAP system;
- Perform general ledger reconciliations;
- Processing of monthly journals;
- Maintain suspense accounts to ensure minimal reconciling items;
- Assist where necessary in the production of monthly management reports for the information needs of top management;
- Processing of year-end transactions;
- Follow up on all outstanding reconciling items on a regular basis and ensure that they are cleared timeously; and,
- Assist with year-end audit.

JOB KNOWLEDGE/SKILLS REQUIRED

- B.Com.–degree;
- Minimum 3 years in financial environment in senior position with good foundation of financial principles;
- Full bookkeeping function to trail balance will be an advantage;
- Computer literacy (MS Windows, Word, Excel), while SAP will be an advantage;
- Good analytical skills; and,
- Team player.

Salary range: R170 665 CTC per annum negotiable.

The post will be filled in accordance with Mintek's Employment Equity Plan.

Interested candidates who comply with the above-mentioned requirements may forward their applications to Human Resources at careers@mintek.co.za. Should you not hear from us within 14 days of the closing date of this advertisement, please accept that your application was not successful.

Mintek has the right not to fill the position.

Closing date: 11 August 2010.