



## **Finance Division**

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

### **SBU Accountant**

#### **KEY PERFORMANCE AREAS**

- Draw and analyse management reports per allocated division;
- Perform monthly period-end procedures, and related analytical functions when required;
- Work extensively with SAP reports and interpret data for submission to Mintek management;
- Investigate budget variances and report to Mintek management;
- Assist with completion and submission of statutory returns to the South African Reserve Bank;
- Assist divisions with annual budgeting and regular forecasting;
- Assist with all budget reviews and compilation of budget packs;
- Assist with determination of cost recovery rates;
- Liaise extensively with other departments in Finance and within the larger company environment;
- Control budget transfers on SAP (Opex vs Capex);
- Control and monitor the actual expenditure relating to CAPEX against budgeted CAPEX targets as well as handling issues arising from the CAPEX process related to management accounting and project issues;
- Ensure that the SAP Project Administration system is adhered to by reviewing and evaluating processes, ensuring compliance with SOP's;
- Evaluating and monitoring accuracy of projects;
- Monitor, reconcile and exercise control over SBU financial functions;
- Assist in implementation and compliance with financial legislative requirements;
- Assist with business improvement and cost reduction initiatives;
- Liaise and co-ordinate with auditors and SBU managers;
- Compile monthly management packs for SBU's inclusive of management accounting and project information as required; and,
- Regular feedback sessions with SBU managers regarding their financials and report to Head: Budget and Project Management.

#### **JOB KNOWLEDGE/SKILLS REQUIRED**

- B.Com.-degree or equivalent qualification;
- 3 to 5 years experience in management and cost accounting environment;
- Computer literacy (MS Windows, Word, Excel), while SAP will be an advantage;
- Good analytical skills; and,
- Team player.

**Salary range: R280 832 CTC 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](mailto: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.**