



ASSMANG
IRON ORE Beeshoek



Assmang Limited's Beeshoek Iron Ore Mine, west of Postmasburg in the Northern Cape requires the services of:

CLERK FIXED ASSETS

(Ref no: BH 0042 must be indicated on application)

QUALIFICATION REQUIREMENT:

- Grade 12 with Accounting (Required);
- Diploma in Financial Accounting NQF level 6 (Required).

EXPERIENCE AND OTHER REQUIREMENTS:

- Two (2) years general financial administrative support, data capturing and computerised document control experience (Required);
- One (1) year fixed asset record keeping and control experience in a mining environment (Required);
- Valid code B Driving license (Required).

REQUIRED COMPETENCIES:

- Behavioural: Basic self-leadership skills, basic assertiveness skills, basic communication skills, basic problem solving skills, basic conflict management skills, foundational business acumen and basic financial management skills.
- Systems: Microsoft Office, Electronic Document Management System, Enterprise Resource Planning, Information Management Systems and Learner Information Management Systems.

RESPONSIBILITIES:

- Participate in change initiatives;
- Capture quality data;
- Participate in improvement initiatives;
- Comply with disciplinary and behavioral rules and procedures;
- Participation and execution of planning;
- Journal administration;
- Capital report reconciliation;
- Cleaning fixed asset bucket;
- Run depreciation report;
- Asset master list control;
- Create new capital votes;
- Ensure depreciation method correspondence;
- Weekly reconciliations;
- Scrapping fixed assets;
- Fixed asset administrative services;
- Capital expenditure control.

The successful incumbent will be appointed subject to being certified medically fit as per the Mine Health and Safety Act 29/1996 and meeting the requirements of the Company's Code of Practice – Minimum Standards of Fitness to perform work at a Mine. He/she may also undergo a psychometric assessment.

The abovementioned position is a C1 on the Patterson grading. The successful candidate who conforms to all said requirements and experience will be appointed on this grading. Should a candidate not conform with all said requirements and experience, but is nonetheless regarded as suitable for the position, he/she will be appointed on a lower more appropriate grading, until successful achievement of required competencies and skills. The successful candidate will be appointed on a 6 month probation period.

Remuneration will be based on a competitive all-inclusive flexible package.

Interested applicants are requested to submit their CV's to: **Fax: 086 731 6851 or e-mail: bhrecruit2@assmang.co.za or Application Box at the Security Department**

Application close on: 16 March 2018 (13:00)

No late applications will be entertained

Internal applicants should clearly indicate their company number on the front page of their application/CV. Applicants must supply one application per position, no multiple applications will be accepted.

Applicant must indicate the position reference number on the application/CV.

Applicants that apply via e-mail, should ensure they apply with a PDF or Word format, downloadable applications will not be acceptable.

Applicant must ensure that the application is sent to the correct e-mail address as stated on the advertisement

Applicants must apply with one application/CV per position.

If you have not been contacted by the Company within 21 days after the closing date, please consider your application to be unsuccessful.

Correspondence will be limited to short listed candidates only.

Assmang Pty Limited reserves the right not to appoint