

Petra Diamonds Limited is one of the world's leading suppliers of rough diamonds and one of the largest independent diamond groups by resource. It's a polished diamond we're after for this role - an individual that clearly outshines his/her peers:



PetraDiamonds

| PETRA DIAMONDS SA (PTY) LTD



Clerk: Sundry Debtors and Leased Property – Internal and External

Petra Diamonds is a leading independent diamond mining group and an increasingly important supplier of rough diamonds to the international market.

The position will be based in Cullinan.

Reference Nr: PDSA257

Job Grade: B5

Role Purpose: Reporting to the Manager: Finance Shared Services, this role will ensure that sundry receivable and cashbook reconciliations are accurate and processed timeously, and ensure all set targets are achieved. Manage and administer Group leased property portfolio and ensure recovery of rental.

Responsibilities:

- Manage and administer the Company's Property Portfolio for the operation.
- Coordinate the payment of repair and maintenance of property portfolio.
- Process all rental invoices timely and accurately.
- Ensure invoices and statements are accurate and distributed in good time.
- Collect and allocate amounts due, responsible of monthly debt collection report
- Follow-up with relevant stakeholders and ensure assets are protected and maintained.
- Execute daily tasks and transactions while maintaining data integrity.
- Ensure contracts are up to date, escalations are implemented and ensure income is received on time.
- Ensures that proper records are kept of all contracts and invoices.
- Ensure compliance to the financial processes for Finance Management and Accounting and capture related transactional data into the finance system. Review and request updates to Finance and other Master Data as required.
- Transfer rental deposits to customer accounts, three (3) months after the tenant have vacated.
- Execute Accounts Receivable and Intercompany processes timely and effectively, ensuring operational discipline and strict adherence to internal accounting guidelines and controls.
- Identify emerging trends or problems regarding outstanding balances, process payments received from customers and contribute to the resolution of customer and intercompany queries and disputes.
- Ensure that reported sundry accounts receivable transactions and balances are valid, accurate and complete.
- Upload and process cashbook payments
- Prepare Bank reconciliations monthly for all bank account and ensure accuracy.
- Establish and maintain good working relationships and an effective / sound communication system with the Finance Shared Services Function.
- Direct and/or assist in any of the relevant Accounting sub function processes and tasks as allocated by supervisor when requires.
- Liaise with Property Administrator and tenants and resolve billing and receipt problems.
- Provision of timely and adequate support / feedback in a user friendly (understandable) format to ensure overall objectives and priorities are achieved.
- Takes cognisance of and adhere to Company policies, procedures and relevant legislation. Manage and report on non-compliance issues.
- Model behaviour that is consistent with the Company Safety, Health and Environment Vision and Values. Manage and report on non-compliance issues.
- Effective Team Player and Effective Self-Management Management

Minimum Requirements:

- Grade 12 with Maths
- Higher Certificate and/or Advanced National Vocational Certificate Equivalent in Accounting (NQF L5)
- A minimum of 3 years' accounting experience
- Full working operating knowledge on AccPac / Sage 300
- Computer Literacy and Microsoft Office Suite (Intermediate).

Technical Competencies:

- Demonstrate knowledge and skill with regards to financial accounting standards, practices and legislative requirements.
- Have a clear understanding of organisational targets to be achieved.
- Demonstrate knowledge and skill in budgeting, forecasting and capital expenditure.
- Demonstrate strong commercial and financial knowledge and understanding of internal financial controls.

Behavioural Competencies:

Planning and Organising; Decision Making; Earning Trust; Communication; Continuous Improvement; Safety Focus; Customer Orientation; Valuing Differences; Initiating Action; Managing Relationships

NB: Petra Diamonds is currently aligning its organisational structure to the operational model therefore all job titles and job profiles are under review. This may influence the grading of the position.

Petra Diamonds is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups who meet the criteria in line with the Company's Employment Equity Policy and Plan. Pre-screening, profile testing, on mine assessments, medical and security clearance form part of the recruitment and selection process. Short listed candidates will be required to attend a panel interview. Employment of the successful candidate is subject to the aforementioned criteria. Preference will be given to candidate who live in the Labour Sending Area.

If you are already employed by Petra Diamonds, please submit an authorised Internal Application Form, your résumé, qualifications and ID when applying.

External candidates, please complete an application form (available on <http://www.petradiamonds.com/careers/current-vacancies>) and forward, together with your résumé, qualifications and ID, to:

E1-recruitment@petradiamonds.com by close of business 20 May 2022.

Please note, applications must be sent to the correct e-mail as indicated. Incomplete application forms and documentation will not be considered.

Correspondence will be limited to short-listed candidates only. Petra Diamonds reserves the right not to fill this position.

If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.

Please note that Petra Diamonds does not at any time require any form of payment for recruitment purposes. If you are approached in this regard, you should report the incident immediately to your local SAPS or via one of the following hotlines:

Toll Free: 0800 007 247; Phone Call: +27 31 571 5573; Fax: +27 31 560 7395; Email: totheline@tip-offs.com; Post: KZ 138, Umhlanga Rocks, 4320; Website: www.tip-offs.com

<http://www.petradiamonds.com/careers/current-vacancies>