Koffiefontein Diamond Mine is based in the town of Koffiefontein, located 100km from Kimberley and 136km from Bloemfontein.

If you have previously applied for the position (Ref KOFF332) your application will be included in the screening process.

**Job Grade:** D1  
**Reference Nr:** KOFF341

**Job Description:** Responsible to perform management accounting functions on the Mine.

**Tasks and Responsibilities:**
- Analyse, control and manage information by using appropriate accounting techniques and systems to determine and recommend various alternatives to ensure viability and profitability for current and future scenarios
- Consolidate all management information in order to prepare and process total mine presentations quarterly and for the budget process
- Consolidate and prepare all costing budget and management information to head office and management on a monthly, quarterly and annual basis
- Consolidate and report on monthly capital expenditure variances
- Co-ordinate and compile quarterly capital requirements for head office
- Co-ordinate and consolidate the analysis and interpretation of variances, budget and cost reports, in order to evaluate actual performance against plans and the effects of external factors on cost
- Co-ordinate and ensure the processing of internal and external ad hoc queries
- Co-ordinate and manage the finalization and accumulation of costing information to make adjustments
- Co-ordinate the process of closing and balancing the financial records at period end (Income Statement at period ends)
- Deliver on all financial deliverables and reporting requirements as per agreed deadlines
- Ensure adherence to legislative and corporate governance compliance requirements to manage risk and consequences of non-compliance
- Ensure data integrity of information on the AccPac and E-Workflow systems
- Ensure effective cash flow management to ensure attainment of organizational targets
- Ensure that appropriate reconciliations are prepared and reviewed in order to ensure correct recording of cost
- Initiate, develop, implement, streamline and maintain the necessary financial strategies, policies and procedures
- Ensure personal and co-worker adherence and compliance to Security and Company HSE objectives

**Minimum Requirements:**
- Grade 12
- B Comm Accounting Degree
- Minimum 5 years’ general financial experience
- Minimum 3 years’ general cost and production accounting experience in the mining industry
- Accounting / Management Accounting systems experience (AccPac and Essbase) – an advantage. Please indicate on your CV.
- Computer Literacy in MS Office suite at an Advanced level
- Valid Driver’s license

**Other Skills / Competencies**
- Sound verbal, written and interpersonal communication skills in English
- Analytical thinking; Attention to detail; Accuracy; Drive for results; Organisational awareness; Objective; Planning; Problem solving; Strategic thinking
Koffiefontein Diamond Mine is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the Company’s Employment Equity Policy/Plan and internal candidates. Pre-screening, profile testing, 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 candidates who reside within our host labour sending area of Letsemeng / Xhariep District Municipalities (proof of residence may be requested).

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, SAPS certified qualifications and ID, to e2-recruitment@petradiamonds.com by 24 July 2020. 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 via one of the following hotlines: Toll Free: 0800 007 247; Phone Call: +27 31 571 5573; Fax: +27 31 560 7395; Email: tothehotline@tip-offs.com; Post: KZ 138, Umhlanga Rocks, 4320; Website: www.tip-offs.com

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