

RECRUITMENT



LETŠENG DIAMONDS

We Mine, We Care, We Contribute.

Letšeng seeks to engage a qualified Mosotho professional with appropriate skills and aptitude to fill the position of

ASSISTANT ACCOUNTANT (PATERSON BAND CL)

PURPOSE: To ensure the correct accounting of tax per applicable laws/legislation and timeous reconciling of withholding tax, VAT control account and imported services VAT for filing of tax returns by stipulated closing dates, accurate and timeous preparation of creditors reconciliation, bank reconciliation and petty cash management and accurate processing of payments to authorised vendors and beneficiaries in adherence to Letšeng financial policies, procedures and controls.

MAIN OUTPUTS AND RESPONSIBILITIES

- Reconciliation of supplier statements to the General Ledger to ensure accuracy in amounts payable
- Follow-up on outstanding items reconciled and missing invoices
- Follow up with mine and/or supplier to resolve anomalies/irregularities in invoicing
- Check supplier details, obtain management accountant approval and enter into financial system
- Receive approved supplier invoices from Letšeng Diamond Mine
- Reconcile all bank statements to Cash book, establish possible mis-postings and correct the same
- Follow up on Maseru office requisitions and outstanding orders and advise procurement to close unused orders
- Receive invoices with budget allocations
- Review allocations to ensure they are accurate and meet system requirements
- Liaise with mine budget controllers where changes in allocations are necessary
- Facilitate required e-mail correspondence to formalise correct allocations
- Check applicability of VAT charges, and liaise with mine budget controllers and/or suppliers to resolve
- Export Documentation, Petty cash maintenance & other finance administrative function

QUALIFICATIONS & EXPERIENCE REQUIRED

- Degree in Accounting or relevant qualification
- 3-5 years relevant accounting/auditing experience in a medium to large enterprise
- Must have 2 years' experience using Business Online for EFT and use of Sage Accpac.
- Light Motor Vehicle Driver's Licence

REQUIRED SKILLS AND COMPETENCIES

- Knowledge and understanding of the principles, regulations and legislation pertaining to sound accountancy practice; Knowledge and understanding of the operating procedures pertaining to accounting system/package; the ability to place orders according to their importance or urgency
- Knowledge of the relevant legislation applicable to VAT, withholding tax
- The ability to manage time effectively and efficiently in accordance with work priorities to ensure qualitative outcomes; attention to Detail and Problem Solving

OTHER REQUIREMENTS

- Candidates will be required to undergo a medical examination of fitness as per requirements

TERMS AND CONDITIONS

- This is a permanent and pensionable position

Interested candidates should submit their applications and CVs via email to applications@letseng.co.ls. All applications should bear the reference **i95/259/ASACC** on the email subject line.

CLOSING DATE: 22 July 2022.

DISCLAIMER: Only short-listed candidates will be responded to.