

# Shaping the future

## Accounts Controller

A vacancy exists for an Accounts Controller in the Financial accounting section of the Finance department. The successful incumbent will be responsible to ensure that financial transactions are timeously and accurately processed.

## Key performance areas

- Manage and maintain vendor accounts (processing, resolving, reconciliations and payments);
- Manage and maintain VAT accounts – compliance;
- Manage and maintain sundry debtors accounts;
- Manage and maintain petty cash;
- Manage and maintain business credit cards;
- Manage and maintain overseas and local telegraphic transfers;
- Manage and maintain travel allowances for overseas business trips;
- Deals with foreign exchange;
- Manage and maintain cheque inventory list;
- Maintain health, safety and environmental standards at all times.

## Minimum qualifications

- Grade 12 with 20 points, Accounting and an E-symbol in English
- Computer literate (Word and Excel)
- Code BE (08) driver's licence

## To apply

Please submit your curriculum vitae and certified copies of qualifications with a cover letter to e-mail:

[RUL.recruitment@riotinto.com](mailto:RUL.recruitment@riotinto.com)

**Application closing date: 21 April 2017**