
Morupule Coal Mine is a worldclass surface and underground coal mining company that mines and processes coal primarily for generation of electricity in Botswana. MCM has expanded its product portfolio spanning from power generation to other forms of use as well as venturing into the export markets.

The Company Seeks to invite suitably qualified and experienced candidates for the following position:

ACCOUNTING OFFICER (PERMANENT)

Job Summary:

To perform effective accounting transactions in accordance with MCM standards, policies and procedures.

Key Activities:

- Maintains an efficient and effective transactional process by; receiving source documentation and records according to procedures, correctly allocating and authorising transactions, interpreting and capturing transactions from source documentation, performing standard calculations based on source documentation, attending to and resolving queries according to customer needs and adhering to service level agreements.
- Processes invoices as per standard procedure by; ensuring all invoices submitted have been captured for payments, confirming sundry delivery notes and invoices sign-off, monitoring and keeping track of all invoices.
- Manages down payments and ensures approved down-payments for processing.
- Reviews movement on the Goods Received/Invoice Received (GRIR) account and highlights significant lack of movement for appropriate corrective action.
- Performs asset management transactions as per procedure, policy and standards.
- Identifies and implements creative and innovative ideas in order to improve the Mini Business Unit performance.
- Maintains effective relationships with clients/partners/customers to ensure achievement of Mini Business Unit objectives.
- Takes responsibility for providing excellent services by developing self, applying skills, knowledge and experiences to improve and measure their own performance against set standards.
- Adheres to quality assurance/governance protocol/principles in area of responsibility.
- Recommends and incorporate cost saving initiatives into budget and operates within approved parameters.

Minimum Education & Experience Requirements:

- Association of Accounting Technicians (AAT) Full Diploma (Level 4), Diploma in Accounting & Business, or an equivalent qualification. A related Degree qualification would be an added advantage.
- 2 years' post graduate experience in an accounting environment preferably in the mining industry.
- Must have proficiency in accounting software, preferably PRONTO XI enterprise resource planning (ERP) system.
- Understanding of SHE Management Systems (ISO 45001: 2018 & ISO 14001: 2015).

We offer competitive salary package. Prospective candidates must be medically and physically fit and willing to work in an Underground Coal Mining Environment and meet demanding schedules. Candidates who meet the above requirements must apply with certified copies of certificates and a comprehensive curriculum vitae addressed to:

Head Of Human Resources

Morupule Coal Mine,

Private Bag 35

Palapye

Email: Recruitment@mcm.co.bw

Closing date: 11 September 2024

PLEASE DO NOT RESPOND THROUGH FAX OR HAND DELIVERY AND NOTE THAT RESPONSES WILL ONLY BE MADE TO APPLICANTS CONSIDERED FOR INTERVIEW.

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