



## LIQHOBONG MINING DEVELOPMENT COMPANY (Pty) Ltd FINANCE CLERK

Liqhobong Mining Development Company (Pty) Ltd, a subsidiary of Firestone Diamonds PLC, invites suitably qualified, self-driven, result oriented and competent Basotho to apply for the vacant position of **Finance Clerk**.

### Job purpose

The Finance Clerk reports to the Finance Manager and is responsible for providing financial, administrative and clerical services. Responsibilities include processing supplier invoices, follow-up on queries and administration relating to supplier tax invoices, supplier reconciliations, weekly payment runs, cashbook entries, bank reconciliations and accounting related duties.

### Responsibilities

The incumbent will carry out the following duties and responsibilities under the supervision of the **Finance Manager**:

- Accurately process supplier invoices on the ERP system
- Facilitate the payment-run file for generation and uploading to the bank system
- Ensure VAT on invoices is recorded correctly
- Match invoices to the goods received on the system and ensure authorisation for invoices is valid
- Create and maintain supplier data on the ERP system
- Engage with suppliers in order to reconcile differences on statements, obtain invoices and maintain supplier relations
- Engage with buyers in order to raise and match credit notes with invoices
- Ensure timeous and accurate reconciliation of supplier statements
- Processing personnel expense claims to the correct cost codes
- Process journals in the general ledger
- Identify monthly pre-payments and accruals
- Reconcile cashbook entries and investigate debits and credits on the bank statement
- Process cashbook entries from bank statement
- Process salary related payments and cheques on a monthly basis
- Process salary journals monthly to ensure that staff costs is properly accounted for
- Reconcile company credit card on a monthly basis and investigate any anomalies
- Ensure compliance and adherence to finance budgetary and process policies
- Assisting in audits, month-end reporting and general ledger enquiries
- Perform ad-hoc administrative duties that might come up in the normal course of business

### Legal and other requirements

- Police clearance and medical examinations of fitness.
- Driver's license

### Qualifications and experience

- 3-5 years' experience in similar capacity in an accounting environment;
- Diploma in Accounting or Business studies;
- Microsoft Suite plus accounting software experience
- Knowledge of financial systems and procedures;
- Understanding of principles, regulations and legislation relating to accounting practice.

### Skills and competencies

- Detail-orientated;
- Ethical;
- Accuracy;
- Reliability;
- Problem solving and analysis;
- Communication skills (written and verbal)
- Organisational skills

### Attributes

- Consistent with agreed principles of correct moral conduct
- Ability to take direction but exercise independent thought and judgement.
- Ability to manage multiple tasks and relationships within a team-oriented environment.

**Application letters including a detailed CV and certified copies of relevant qualifications should be submitted to:**

**The Human Resource Department  
Liqhobong Mining Development Company  
LCCI Office Complex  
Corner Princess Margaret and Orpen Road Maseru.**

**email: [careers@firestonediamonds.co.ls](mailto:careers@firestonediamonds.co.ls)**

**Closing date for submission of applications is Friday 9 September 2016 at 16h00**

***Disclaimer: Only shortlisted candidates will be contacted***