



### **Accountant: Account Receivables**

**Ref No. RTMC/FA/A: AR/2021**

**Package: Negotiable**

**Purpose:** The incumbent is responsible for ensuring that all accounts receivable activities are undertaken within set policies and procedures and ensuring compliance to relevant financial and accounting standards.

**Requirements:** •Matric and B Degree in Accounting Science NQF level 7 or equivalent  
•Relevant postgraduate degree (Advantageous) •SAICA/SAIPA completed articles •3 Years' experience as an Accountant.

**The successful candidate must have the following attributes and competencies:**

•Accountability and ethical conduct •Quality oriented •Judgment •Systems thinking •Deadline-oriented •Analytical ability •Task oriented •Prioritising •Analytical ability •Professionalism •Positive attitude •Flexibility •Adaptability •Initiative.

**Duties** •Full accounting function up to trial balance •Debtors (invoices reconciliations, collections) •Bank reconciliations •General ledger reconciliations •Liaise with bank and auditors •Prepare information for audit file •Coordinate the accounts receivable process within the RTMC •Compile and review general weekly reports in a timely manner •Ensure that account analysis reports are compiled and available •

To apply please submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae as well as certified copies of qualifications, identity document and driving license. **Applications must be forwarded via email to: [rtmc@miltonresourcing.co.za](mailto:rtmc@miltonresourcing.co.za). Candidates are requested to clearly indicate the reference number for the position they are applying for on the email. Candidates should also note that detailed information on the jobs is available on the RTMC website under vacancies.**

**NB: Persons with disabilities are encouraged to apply**

Closing date is the 25 March 2021, and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Ms. N Thobela (012) 999 5200



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**Board of Directors:** Mr Z Majavu CD(SA) (Chairman), Ms P Manqele, Ms T Mdlulwa, Mr T Kgomo, Prof. M Mphahlele, Ms T Thankge, Dr E Thebe, Adv. J Makgatho\*  
**Chief Executive Officer:** Advocate MS Msibi  
**Company Secretary:** Ms S Petse  
*\*Departmental Representative*

A handwritten signature in black ink, appearing to read "ANT".