



Marampa Mines Limited (MML) is Hiring Job Advertisement

Developing and growing talent and skills within Sierra Leone, for Sierra Leone.

Position Title	Assistant Junior Cost Controller	MML is an equal-opportunity employer. Women are strongly encouraged to apply for roles at MML.
Job Code/Level	Below Supervisory Level	
No. of Positions	1	
Department	In-house Project	
Location	Marampa Mines Site, Lunsar	
Reporting to	Project Director	
Salary	Attractive	

ROLE AND PURPOSE

The Assistant Junior Cost Controller will be responsible for supporting the management and control of project costs to ensure that projects are completed within budget. The role involves extensive data entry tasks related to invoices, financial project reports (FPR), purchase orders (POs), and Authority for Expenditure (AFE). The assistant will also ensure the accuracy and integrity of the data, maintaining it to acceptable standards. Close collaboration with the Project Director, Project Finance Cost Controller, technical managers, financial analysts, and other key stakeholders will be required to prepare cost reports and analyse financial data.

RESPONSIBILITIES

- Capture and enter data into cost control dashboards, including PSW and M3.75.
- Monitor and update Approval for Expenditure (AFE) records and their progress.
- Track and update Purchasing Order (PO) commitments against the budget (AFE).
- Assist in enforcing and monitoring established internal controls on the payment process.
- Expedite invoices as per the terms and conditions applicable.
- Assist with daily, weekly, and monthly financial reporting requirements.
- Work closely with project managers to meet budgeting goals by tracking invoices for budget control.
- Provide support with ad hoc administrative duties as needed.

EDUCATION & EXPERIENCE

- Bachelor's degree in Finance/Accounting or a related field from a recognised university.
- Prior experience in a similar role (finance, or data management) is an added advantage.
- Minimum 2-year proven track record of practical experience in related field and role.
- Proven experience in developing and managing project budgets, forecasts, and financial reports resulting in project delivery within approved financial parameters.

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REQUIRED SKILLS

- Excellent analytical and problem-solving skills.
- Strong interpersonal and communication skills.
- Effective collaboration with cross-functional teams and stakeholders (partners/ vendors).
- Ability to motivate multidisciplinary teams towards a culture of accountability.
- Ability to manage multiple tasks and meet deadlines.
- Detail-oriented with a focus on accuracy and integrity.
- Proficiency in using financial software and Microsoft Office Suite, particularly Excel.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for the mining work environment.
- The role may involve working under pressure and occasional travels to meet tight deadlines
- Flexibility to work extended hours including weekends and holidays.
- Willingness to work in challenging environments and adapt to changing project requirements.

HOW TO APPLY & CLOSING DATE

Please forward your application including your CV, cover letter, copies of your educational and professional certificates and any other supporting documents to the **Marampa Mines Ltd Human Resources** desk via the main entrance (gate) of the Mine Site, Lunsar or e-mail:
MMLRecruitment@marampamines.com

The closing date for receipt of applications is the 10th of September 2024.

Only shortlisted candidates will be contacted and may be subjected to written and practical tests where applicable.

Women are strongly encouraged to apply.