



Marampa Mines Limited (MML) is Hiring Job Advertisement

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

Position Title	Accounting Manager	MML is an equal opportunity employer. Women are strongly encouraged to apply for roles at MML.
Job Code/Level	Managerial Level	
No. of Positions	1	
Department	Finance	
Location	Marampa Mines Site, Lunsar	
Reporting to	Deputy CFO	
Salary	Attractive	

ROLE AND PURPOSE

Marampa Mines Limited is looking to hire an Accounting Manager with excellent organisational and analytical skills who is detail-oriented, knowledgeable in cost allocation, and vendor reconciliation, has strong problem-solving skills, works comfortably under pressure, and delivers on tight deadlines. To ensure success, the Accounting Manager should be confident, professional, and meticulous with a keen interest in the cost-efficient operations of the organisation. Top candidates will have outstanding presentations and the ability to work on their initiative and as part of a team.

RESPONSIBILITIES

- General management of the accounts payable section.
- Ensure that all vendor reconciliation processes are completed regularly (at least monthly) and recorded in the company's EPR system accordingly.
- Ensure that payment terms stated on vendor invoices are strictly adhered to and payments are prepared for vendors on time.
- Verify the cost allocation and ensure that costs are posted under the correct ledger account, department, and cost centre.
- Ensure that all daily/monthly/quarterly/annual costs are correctly captured in the respective books of the company Ensure that the appropriate documentation supports all costs.
- Ensure that all bank statements and petty cash reports are posted in the company's EPR system and settled against vendors' invoices.
- Engage and ensure that accounts payables are in constant contact with vendors to reconcile requests and file all required documentation.
- Engage responsible end-users and heads of department to provide supporting documentation and evidence for costs incurred.
- Participate in audits, general ledger preparation, and provide required reports.
- Perform other tasks assigned/required by the Deputy CFO, CFO and top management.

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EDUCATION & EXPERIENCE

- Bachelor's degree in Accounting or a related field from a recognised institution.
- Minimum of 5 years of experience in Accounts Management.
- Demonstrated knowledge and experience in the Banking/Finance/Insurance domain.
- Proficiency in MS Office Suits and other computer applications (Excel/Outlook/Teams).

REQUIRED SKILLS

- Excellent leadership, communication, and interpersonal skills.
- Strong Managerial skills, meticulous attention to detail, and superb organizational skills.
- Sound understanding of accounting principles, and corporate standards and principles.
- Solid experience in vendor reconciliation and ability to manage multiple tasks.
- Ability to work under pressure and meet tight deadlines.
- Strong analytical, problem-solving, and decision-making skills.
- Analytical thinker with strong conceptual and problem-solving skills.
- High level of integrity and professionalism.
- Ability to work independently and as part of a team.
- Excellent report-writing, communication, and IT skills.
- Adaptable and capable of working in a dynamic environment.
- This position is based at the Marampa Mines Site in Lunsar, Sierra Leone.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for a fast-paced work environment (Mining).
 - This role may require occasional travel and flexible working patterns to accommodate urgent procurement needs.
 - May involve extended hours of work including weekends and holidays.
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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 **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 October 2024.

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

Women are strongly encouraged to apply.