



Marampa Mines Limited (MML) is Hiring Job Advertisement

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

Position Title	Assistant Treasury Officer	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	Finance	
Location	Marampa Mines Site, Lunsar	
Reporting to	Senior Treasury Superintendent	
Salary	Attractive	

ROLE AND PURPOSE

The Assistant Treasury Officer will assist with the effective and efficient monitoring and Management of MML Cash & Bank financial resources by ensuring the availability of sufficient funds to meet all MML financial obligations as and when due. The prospective candidate must be familiar with the processes and stages involved in petty cash and bank transfer payments as well as payment, audits, invoicing, and accounting activities, including bank reconciliations, account payables, cash flow forecasts, internet banking platforms and ERP Systems.

RESPONSIBILITIES

- Handling all Petty Cash Transactions.
- Receive signed petty cash request forms, pre-check them and submit them to the Senior Treasury Superintendent for reviewing and signing.
- Prepare Payment Vouchers for petty cash based on fully approved petty cash requests.
- Updating the petty cash book report daily.
- Filing documents per company policy and standards for auditing purposes.
- Ensure accurate and complete payment processing on manual transfers, electronic banking platforms, and ERP systems.
- Liaise with petty cash requesters for the submission of receipts for cash collected.
- Ensure accurate daily petty cash reconciliation in alignment with physical cash.
- Ensure petty cash reconciliation and petty cash count at the end of each month.
- Laisse with MML Bank approvers/Authorized Signatories to ensure complete and timely authorization of all pending payments/ transfers.
- Send fully signed payment bank instruction letters to various banks for payments to be executed.
- Ensure the bank provide Swift/Credit Advise for all payments made.

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- Ensure and maintain accurate petty cashbook records for all payments made within the month.
- Support in the preparation and submission of the daily cash forecasts.
- Ensure accurate reconciliation of all daily and monthly cash collection received against cash disbursements.
- Work closely with Treasury & Account Payables Team on the daily financial.
- Fully comply with all MML HSE policies and procedures.
- Undertake other related tasks and duties as assigned by the CFO, Deputy CFO, Head of Treasury, Finance Manager, and Senior Treasury Superintendent.

EDUCATION & EXPERIENCE

- Bachelor's Degree in Accounting or Finance and/or Professional Certificate in Accounting/Finance.
- 2 years' experience in Treasury and /or Finance or Banking.
- Strong financial acumen and experience in managing supplier relationships.
- Knowledge and experience in managing money and corporate governance best practices and their applicability in business generally, and specifically to mining.

REQUIRED SKILLS

- Ability to identify key business process risks and the mitigating factors to control them.
- Multi-tasking, analytical, numerical, problem-solving, and time management capabilities.
- Proficiency and ability to utilize a dedicated ERP platform
- Working skills in computer applications (MS Excel, Access, Word, Teams, Outlook, etc.).
- High moral ethics, unquestionable character and ability to maintain confidentiality.
- Approachable and interact with co-workers and senior management.
- High level of integrity, professionalism and decision-making skills.
- Adaptability and capability to work in a dynamic environment.
- Proactive approach to identifying and solving problems.
- Excellent communication and interpersonal skills.
- Attention to detail, result-oriented and strong organizational skills.



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WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- The individual must be physically and mentally fit for a fast-paced work environment.
- Standard office hours apply, with some flexibility required.
- This role may require flexible working patterns to accommodate urgent needs.

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 3rd of October 2024.

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

Women are strongly encouraged to apply.