



Marampa Mines Limited (MML) is Hiring

Job Advertisement

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

Position Title	Senior 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 Senior 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 payments, audits, invoicing, and accounting activities, including bank reconciliations, account payables, cash flow forecasts, internet banking platforms and SM Systems.

RESPONSIBILITIES

- Preparing the daily cash flow forecast projection report.
- Prepare foreign payment transfer instruction letters as per fully approved supporting documents for payment.
- Ensure bank transfers and cash collection instruction letters are done for payment in the absence of an Account Treasury Assistant.
- Liaise with banks to ensure payments sent for execution are executed accordingly.
- Ensure verbal confirmation of all new vendors' bank details before payment is done.
- Supervise the inflow and outflow of petty cash and cash collection in the MML Safe.
- Cross-check all petty cash requests before submitting them to the Senior Treasury Superintendent for approval.
- Ensure payment management is properly done.
- Ensure to provide daily bank balance updates to the Senior Treasury Superintendent for proper cash forecasting.
- Ensure that all funding requested amounts are updated in the funding drawdown letter.
- Ensure all Swift payment confirmations are communicated to suppliers as soon as payments are done.
- Ensure that the Bank of Sierra Leone's daily exchange rate is communicated promptly.

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

- Ensure and maintain accurate cashbook records of all local and foreign payments made within each month.
- Prepare monthly petty cash and cash collection reports and submit them to the Senior Treasury Superintendent for review.
- Ensure the key remitter's beneficiary list is updated for UBA UK request.
- Perform all responsibilities given by the Senior Treasury Superintendent, Head of Treasury, the CFO & Deputy CFO.
- 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.
- Minimum 4 years' experience in Treasury and /or Finance or Banking.
- Strong financial acumen and experience in managing supplier relationships.
- Knowledge and experience in IFRSs 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.
- Advanced proficiency and ability to utilize a dedicated ERP platform
- Advanced computer skills proficiency (MS Excel, Access, Word, Teams, Outlook, etc.).
- High moral ethics, unquestionable character and ability to maintain confidentiality.
- Highly approachable and can swiftly interact with co-workers and senior management.
- Keen attention to detail, result-oriented and strong organizational skills.
- 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 leadership, communication, and interpersonal skills.

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

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.