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|-----------------------|------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Position Title</b> | Commercial Superintendent                | <b>MML is an equal opportunity employer, and women are strongly encouraged to apply.</b> |
| <b>Department</b>     | Finance                                  |                                                                                          |
| <b>Location</b>       | Marampa Mines Site, Lunsar, Sierra Leone |                                                                                          |
| <b>Reporting to</b>   | Head of Finance                          |                                                                                          |

### Position Summary

Marampa Mines Limited is seeking to hire a suitably qualified and experienced **Commercial Superintendent** to oversee materials, fuel, and production reporting and controls while providing accurate, timely, and insightful analysis to support strategic and operational decision-making.

The successful candidate will play a critical role in ensuring the integrity of commercial and production data through effective monitoring, reporting, and analysis. This role requires a detail-oriented and highly organized professional who thrives in a fast-paced environment and can confidently manage complex datasets while meeting strict deadlines.

### Key Responsibilities

- Manage and oversee fuel operations, including daily, weekly, and monthly monitoring, controlling, and reporting.
- Record, review, and reconcile fuel receipts, issues, and inventory adjustments in the ERP system, ensuring accuracy in both quantity and value.
- Monitor and control accounts payable balances relating to fuel suppliers.
- Collaborate with Finance and suppliers to provide supporting documentation required for accounts payable recording and payment processing.
- Prepare periodic management reports and presentations for assigned areas of responsibility.
- Review production reports submitted by the Mining, Processing, Engineering & Maintenance, and Export departments and ensure accurate recording within the ERP production module.
- Monitor and validate physical production data submitted by operational departments and ensure accurate uploads into the ERP system and data warehouse.
- Prepare monthly and annual production balances in both ERP and Excel in accordance with departmental production reports.
- Support the overall management and continuous improvement of the Commercial Section within the Finance Department
- Liaise between the Commercial and Operational Fuel teams to coordinate fuel scheduling, monitor Purchase Order (PO) utilization, and oversee fuel quality control activities.
- Ensure compliance with established reporting standards, internal controls, and company policies

- Perform Budget versus Actual analysis and prepare variance reports highlighting key trends and business impacts

#### **Qualifications and Experience**

- Bachelor's degree in finance, Accounting, Economics, Business Administration Data Analytics or related field.
- A minimum of three (3) years' relevant professional experience in commercial, finance, accounting, or operational reporting is required
- Experience working with ERP systems is desirable and will be considered an added advantage.
- Previous experience within the mining or heavy industry sector will be an added advantage.

#### **Skills and Competencies**

- Proficiency in ERP systems, particularly Microsoft Dynamics, and advanced skills in Excel (financial models, dashboards, and data analysis)
- Advanced proficiency in Microsoft Office applications, particularly Microsoft Excel and Word.
- Strong analytical, accounting, and data management skills, with the ability to interpret and present complex information effectively.
- Excellent organizational, planning, and time management skills with exceptional attention to detail.
- Demonstrated ability to work accurately with large datasets, numbers, and tracking mechanisms.
- Strong interpersonal and communication skills, with the ability to communicate effectively with both finance and non-finance stakeholders.
- Ability to work collaboratively within cross-functional teams while managing competing priorities and meeting strict deadlines.

#### **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.

#### **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 Limited. Human Resources** desk via the main entrance gate of the Mine Site, Lunsar, or e-mail:

[MMLRecruitment@marampamines.com](mailto:MMLRecruitment@marampamines.com)  
<https://marampamines.com/careers/>

**The closing date for receipt of applications is 3rd August 2026.**

Only shortlisted candidates will be contacted and may be required to perform written and practical assessments, where applicable.

**Women are strongly encouraged to apply for roles at MML.**