Grow with us. The possibilities are endless.

MARAMPA MINES

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

## Position Summary

Marampa Mines Limited is seeking to hire a suitably qualified and experienced **Fuel Finance Superintendent** to own the end-to-end financial control, accounting integrity and commercial reporting of fuel on site. The role is the single point of accountability for accurate fuel stock and cost records in MSD, rigorous month-end reconciliation, purchase-order and invoice discipline, variance investigation, and high-quality analytical reporting that supports operational and commercial decision-making

## Key Responsibilities

- Record and value all fuel deliveries received into site tanks in MSD - volumes, unit price, supplier, delivery reference and date - with complete audit trail. Ensure receipt against correct purchase order line/price.
- Verify every delivery against the purchase order, delivery note and supplier invoice; raise and track all discrepancies to resolution with the supplier and operations team.
- Maintain accurate fuel stock records in MSD so that book stock can be reconciled to physical tank readings at any point by location
- Record all fuel issued to contractors, departments and equipment in MSD and excel, ensuring each issue is allocated to the correct cost centre, department, equipment.
- Support recharge and cost-recovery of fuel issued to contractors by providing accurate, auditable issue data signed off by contractors
- Own the month-end fuel reconciliation end-to-end: opening stock, receipts, issues, closing stock and variance against physical measurement by location.
- Ensure all fuel transactions in MSD are complete, correctly valued and correctly coded before period close, and that the ledger agrees fully to the fuel records. Leave a clear, audit-ready trail.
- Request Procurement to raise fuel purchase orders quantity and price, including provisional POs, and maintain the PO tracker from raising through receipt to invoice settlement.
- Match supplier invoices to POs and goods received; resolve queries with the supplier and finance. Submit invoices for posting to Accounts payable.
- Provide the fuel data, volumes and pricing required by Procurement and hold suppliers to account on documentation completeness and accuracy.

- Track PO finalisation and request Procurement to cancel delivery remainder and finalise PO when there are no deliveries expected any longer against this PO
- Report on fuel consumption, cost per litre, consumption by asset or contractor, stock position and material variances.
- Raise and drive formal quality claims with suppliers where delivered product does not meet the specification paid for, working closely with Procurement and the operational fuel team.
- Maintain a complete, auditable register of test results and claims so the business can demonstrate it only pays for the fuel grade it contracted.

## Qualifications and Experience

- Strong accountancy background is essential (degree in Accounting, Finance, Commerce or equivalent) Professional qualification such as (ACCA, CIMA, CPA, or CA will be an added advantage.

- Minimum 7 years' relevant experience in finance, commercial control, stock accounting or inventory reconciliation, preferably within mining, heavy industry, fuel, logistics or bulk commodity environments
- **Skills and Competencies**
- Strong ERP transactional and control skills (Microsoft Dynamics / MSD preferred) covering stock, PO, receiving, and period-end processes.
- Proven reconciliation discipline - able to investigate, quantify and explain variances rigorously and leave a clear audit trail.
- High analytical capability: able to turn fuel data into trends, insights and commercial recommendations (Power BI or equivalent + advanced Excel).
- Absolute commitment to compliance, documentation standards and control integrity ("pedantic" about accuracy and process).

## 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.<br><br>To **Marampa Mines Limited. Human Resources** desk via the main entrance gate of the Mine Site, Lunsar, or e-mail:<br><br>MMLRecruitment@marampamines.com<br>https://marampamines.com/careers/ | **The closing date for receipt of applications is 28th August 2026.**<br><br>Only shortlisted candidates will be contacted and may be required to perform written and practical assessments, where applicable.<br><br>**Women are strongly encouraged to apply for roles at MML.** |