

October 11, 2010

VACANCY

(Internal/External)

Job Title: Finance Manager
Department: Finance
Reporting to: General Manager
Category: 12
No of positions: 01
Contract: Permanent

PURPOSE

Geovic Cameroon Plc is a privately owned mining company with a share capital of **CFAF 42.450.000.000**, involved with the construction and the development of the Nkamouna Project of cobalt-nickel-manganese located near Lomié, in the East Region of Cameroon. For the good execution of this important project, we seek to recruit a qualified professional, as **Finance Manager**, to:

- Develop and implement sound financial management, accounting principles and standards, and internal control procedures
- Ensure compliance with all commitments listed in our Mining Convention, Mining Code and other permits and also with other local taxes and customs regulatory requirements
- Provide financial advice, guidance and support to the General Manager in Accounting, including general accounting, payroll, financial analysis, banking, credit collection and taxes, and Treasury including leasing/cash movements.

QUALIFICATIONS AND EXPERIENCE

- Master University Degree in Accounting/Finance or related field
- 5-6 years of experience acquired from a reputable private company in Cameroon
- A good understanding or complexity involving of accounting software systems (ie JD Edwards program) will be an add value for this position.

RESPONSIBILITIES

1. Create, coordinate, and evaluate the financial programs and supporting information systems of the company to include budgeting, tax planning, and conservation of assets
2. Design and manage financial aspects of the company through cash flow planning and monitoring
3. Master exchange rates issues to ensure proper USD account management and transfers
4. Ensure periodic bank accounts reconciliation
5. Optimize and follow up of bank accounts fees and value dates
6. Champion the automated financial and management information systems for the company
7. Oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, salary updates, ledger, and account maintenance and data entry
8. Coordinate the preparation of financial statements and fiscal declarations on a timely basis and liaise with the statutory auditors for their certification
9. Supply monthly, quarterly and annual financial reports, for internal and external auditors
10. Ensure and maintain appropriate internal control safeguards
11. Interact with other managers to provide consultative support to planning initiatives through financial and management information analysis, reports, and recommendations

12. Ensure records systems are maintained in accordance with generally accepted auditing standards.
13. Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems
14. Analyze cash flow, cost controls, and expenses to guide business leaders. Analyse financial statements to pinpoint potential weak areas
15. Keeping abreast of changes in financial regulations and legislation.

OTHERS DUTIES AND RESPONSIBILITIES

- Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service
- Train, supervise, and evaluate department staff.

CAPABILITIES

You will need to have:

- Proven administrative, leadership and management ability in the areas of strategic planning and organizational development
- Ability to work on own initiative, prioritize work, handle pressure and take day-to-day decisions on the running of the organization
- Ability to develop, monitor and maintain management information systems and procedures
- Experience of financial responsibility for a budget, including experience of accounting guidelines, end of year accounts and external liaison with auditors
- Ability to communicate effectively in writing and verbally, and to produce clear verbal and written reports
- Ability to lead and to contribute to the team.

You will also need to be:

- Knowledgeable and experienced in communications skills, able to coach, facilitate and lead
- Skilled in the management of international financing/accounting software
- Able to integrate learning from multiple sources and generate insights, which requires good analytical skills
- Bilingual French/English

Geovic Cameroon is committed to meritocracy and inclusiveness and will not unfairly discriminate in recruitment, training, career development and promotion on the basis of race, color, ethnicity, gender, marital status, disability, religion or belief and age.

APPLICATION

All applications to be sent to: application@geoviccameroon.net

Interested candidates should send their CV and covering letters, with the subject "**Finance Manager Vacancy**".

CLOSING DATE

29.10.10



Phil MASON

General Manager
Geovic Cameroon Plc