

Namib Lead & Zinc Mining (NLZM) is a zinc and lead development company with a high grade, low cost development project with access to infrastructure in Namibia. Based in Swakopmund, NLZM is seeking a qualified individuals for consideration for the position of:

## **FINANCE & COMMERCIAL MANAGER**

### **Purpose of Position:**

The Finance & Commercial Manager is responsible for all monthly, quarterly and annual financial and management reporting within the organization. This person is responsible for managing all financial and commercial aspects such as financial accounting, management accounting, management reporting and supply chain functions for the company.

**Main Responsibilities:** The incumbent will report directly to the Chief Financial Officer and his/her responsibilities will include, but are not limited to the following:

- Preparation of monthly, quarterly and annual financial reports within the organization and to the Board of Directors;
- Management with development and improvement of accounting policies & procedures;
- Management of capital project expenses;
- Management of the financial and management accounting functions;
- Management of the accounts payable, accounts receivable & payroll functions;
- Management of company cash flow requirements and compilation of cash flow forecasts;
- Management of company tax requirements and all statutory reporting;
- Management of the half yearly and annual external audits as well as ad hoc internal audits;
- Compilation of annual budgets & forecasts as well as monitoring adherence thereof by all departments;
- Compilation of the annual financial statements.
- Establish, Maintain and ensure Compliance with the legal and statutory framework of policies, business processes, procedures and standards pertaining to reporting and monitoring on disposition of financial resources.
- Manage the budgeting, forecasting and planning process
- Manage the administration and control of funding towards Trusts.
- Assist with the business strategy plan
- Manage the Supply Chain management function
- Assist with contract negotiations and agreements
- Take ownership of the corporate insurance cover required for the business
- Facilitate management of the company Medical-aid and Pension benefits
- Assist the CFO with the review and improvement of internal control procedures

### **Minimum Qualifications & Experience:**

- B. Degree (Hons) in Accounting with a minimum of 8 years in a similar corporate business environment **OR** Chartered Accountant with a minimum of 5 years in similar environment
- Experience in mining organization would be an advantage
- Experience in financial, management and statutory reporting;
- Experience with managing Supply Chain & Commercial processes;
- Past experience with Sage/ERP systems would be advantageous;

**Benefits:** We offer a market related remuneration

**CLOSING DATE: 20 JULY 2018**

Interested and **suitably qualifying candidates** are to submit a **Comprehensive CV with ALL relevant supporting documentation** by email to [recruitment@northriverresources.com](mailto:recruitment@northriverresources.com) with the Position Title in the subject line.

Previously disadvantaged Namibians are encouraged to apply.

**ONLY short listed candidates will be contacted for interviews and assessments**