

JOB VACANCY

INCUMBENT: None	DESIGNATION: Project
POSITION/JOB TITLE: Manager - Finance	LOCATION: Liberia
FUNCTIONAL AREA: Construction - Project	SEGMENT: Mining
DISCIPLINE: Project Management	
REPORTING TO: Project Director	BUSINESS UNIT: AM Liberia
Date Author: April 1, 2021	Number of Persons Manage: N/A

PRIMARY FUNCTION OF JOB *(Mission)*

Manage the Project Finance Department by leading the effective management of organizational assets and liabilities, contribute to organizational profitability and sustainability, maintain and enhance organizational development and growth, manage and assess financial performance, develop and maintain stakeholder relationships, ensure legal and corporate governance compliance and assume full responsibility for the mentoring of Liberian staff.

MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

Management Responsibility:

- Provide leadership to the Project Finance Team to ensure the development of a working environment that is conducive to the achievement of budgeted Department KPIs and that employees achieve their full potential by gaining new skills through the provision of effective mentoring and training programs.
- Manage the installation and maintenance of systems to provide management with accurate and timely financial and operations records, information and advice to optimize management of costs and revenue.
- Lead the development of both the Operating and Capital budget, including manpower, to ensure compliance with established company parameters and timelines and provide line management with monthly reports on their respective cost performance (Actual v/s Budget).
- Manage the Payroll Function for the project workforce to ensure accurate and timely payment of wages.
- Provide the leadership necessary to ensure that employees and contractors adhere to safety and environmental standards that exceed worldwide industry standards and any applicable legislation.
- Develop, implement and monitor systems and procedures to ensure all departments' costs are minimized and that all adverse variations are reported, monitored and remedied.
- Continually review every aspect of all departments to ensure that opportunities to add value and increase shareholder wealth are identified and implemented during the project.
- Implement employee performance management processes to ensure optimum employee performance and identify and remedy substandard performance and behaviour.
- Develop, install and audit policies and procedures to ensure compliance with statutory and AML requirements for;
 - Accounting records and standards

- Taxation
- Protection of assets and internal controls.
- Participate in the AML senior management team to ensure that targets for resources exploitation, capital management, cost control, safe working, employee development, environmental management and corporate governance are achieved for the project.

Safety

- Provide leadership necessary to ensure that employees and any contractors adhere to safety and environmental standards that meet or exceed industry standards and any applicable legislation.
- Ensure all department personnel are adequately inducted in their work area and are aware of all workplace rules and critical procedures applying at the workplace.
- Actively contribute to site safety policy and new initiatives and implement change as directed by the Project Director and AML CEO.
- Hold monthly safety meetings with department personnel and ensure the agreed action plans are achieved. Regularly review the outcomes of the OH&S and Environment Committee meetings.
- Develop and promote a pro-active safety culture by the identification, development, dissemination and review of safe practices and procedures and by ensuring the awareness of all departmental personnel.
- Actively promote, monitor and enforce compliance of personnel with safe work practices.
- Ensure the department has an inspection program and monitor program compliance and inspection feedback monthly.
- Ensure all incidents are reported and investigated according to Company and statutory requirements and all recommended corrective actions are completed.
- Ensure all health and hygiene risks in the work areas are identified and controlled.

Environment

- Resource environmental programmes to ensure legal compliance and the reduction risk of environmental incidents through:
 - Provision of adequate facilities and equipment
 - Participation in the development and enforcement of appropriate procedures
 - Provision of awareness and skills training to ensure a competent workforce.
- Ensure all incidents are reported and investigated according to Company policy and statutory requirements and all recommended corrective actions are completed.
- Seek advice and assistance from the Environment team in the development and implementation of improvement programmes to achieve aspects such as agreed eco-efficiency targets, hazardous waste disposal and spill cleanup.
- Ensure quarterly environmental audits are conducted and any identified issues are addressed.

Employee Development

- Develop and maintain a departmental structure that adheres to ArcelorMittal policies, enables teamwork and personal development while focusing on the achievement of results.
- Ensure training and coaching is provided to all department employees, with specific attention to National and Local employees as part of the Company's Training and Localisation Plan.
- Ensure all members of the department have clearly defined accountabilities and roles and that individual development plans are in place to enable goals to be achieved.
- Ensure all members of the department receive feedback on their performance and participate in formal GEDP and performance review processes.
- Develop a succession plan for direct report roles.

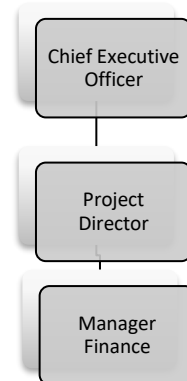
Financial

- Review capital requirements for department items, to meet Project specific objectives.
- Review departmental expenditure on a monthly basis and ensure all variances to budget are investigated and explained.
- Identify specific areas for cost improvement and ensure the development and implementation of action plans to achieve these gains.
- Co-ordinate compilation of the departmental budgets.

Reporting

- Review and monitor all department safety, service level and financial performance indicators and initiate corrective action where necessary.
- Deliver reports to the Project Director, AML CEO / CFO on agreed performance indicators and to agreed standard and schedule.

ORGANIZATION CHART



Key (3-4) major business challenges or objectives job holder will need to address or drive in the next 12-24 months

- Achieving Health & Safety targets.
- Ensure Project Budget Compliance
- Implement & manage finance
- Managing large complex labour force

Requirements of job holder to resolve the problems and respond effectively to the needs

- Immediate analysis of problem.
- Establishing the root cause of any problem.
- Establish effective communication structure within team.
- Establish and maintain credibility with the workforce.

Key stakeholders & relationships that need to be managed by the position holder
<ul style="list-style-type: none"> • AML CEO / COO / CFO • Project Director • Contractors • Suppliers • Peers (other managers) • Operational Departments • Community Leaders • Environmental Department
Measures of success after the first 1-2 years (KPA's & KPI's)
<ul style="list-style-type: none"> • Incident/accident free Safety record. • Production, quality and cost targets met.
Potential consequences of the job holder NOT successfully executing in support of the specific drivers of the business/cultural priorities
<ul style="list-style-type: none"> • Accumulation of backlogs in the event that proper protocols are not followed. • Employee Relations unrest. • Non-availability of resources (labour, parts, equipment and utilities)
Factors important to an individual's cultural fit in this job
<ul style="list-style-type: none"> • Well spoken (command of English) • Adaptability. • Good working and living relationships. • Understanding and respect of different cultures.
Organizational knowledge (e.g., systems, processes, products, services, etc.) necessary to operate effectively in this job
<ul style="list-style-type: none"> • Strong understanding of the world iron ore market. • Company Procurement System. • IT Communication. • Company Policies and Procedures.
Education Requirements for this position (Formal qualifications)
<p>Essential</p> <ul style="list-style-type: none"> • A recognised Degree (B. Com) or Accounting Degree or similar discipline <p>Desirable</p> <ul style="list-style-type: none"> • Management Qualification
Key experiences needed prior to taking this position
Essential

- Minimum of 10 years postgraduate experience with preferably 5 years in Africa and 5 years in mining in a senior Accounting management role.
- Sound knowledge of mining safety regulations and best practice.
- Working experience in Africa or a third world country that requires systematic coaching and training of employees would be a distinct advantage.
- Experience in managing costs and budgeting.
- Demonstrated application of continuous improvement ideas.
- Experience in incident/accident investigation
- Proven ability to deliver results and act as a change agent.

Desirable

- Prior experience in similar roles in Africa. Demonstrated positive outcomes will be an advantage.

Specific skills required for this position

Essential

- Demonstrated ability to motivate and lead teams of highly skilled and experienced personnel having diverse cultural backgrounds.
- Able to clearly demonstrate the aptitude to drive a light vehicle and hold a current Liberian driver license or be able to obtain one.
- Must have excellent written and oral communication skills in English and show a commitment to understand local culture and impart your mining operations and technical knowledge to the local Liberian mine operations personnel.
- Able to deliver results on quoted targets.
- Able to construct systems that are the best method now and sustainable into the future.
- Provide support without removing responsibility (to build ownership).
- Seeks to engage with all people associated with the Project and AML Operations and to understand, learn from and share cultural differences.
- Must have excellent written and oral communication skills in English and show a commitment to understand local culture and impart your mining operations and technical knowledge to the local Liberian mine operations personnel.
- Demonstrated application of continuous improvement ideas

Computer Skills:

- Good computer skills with the ability to use integrated management systems, word processing, presentation and spreadsheet applications.

Communication Skills:

- Ability to communicate effectively across all levels
- Confident communicator with senior management, legal entities and external stakeholders
- Strong report writing and presentation skills.
- Able to read and write English at an Upper Secondary School standard

Desirable

- Maintains or enhances other's self esteem.

- Listens and responds with empathy.
- Knowledge of Liberian customs and legal processes

Personal Attributes needed to fulfill requirements of position

Essential

- Be physically fit and be able to pass a pre-employment medical examination.
- Commitment to training of Liberian national citizens
- Able to deliver results on quoted targets.
- Able to build relationships and engage people in continuous improvement processes.
- Always identifies the priorities correctly and works in a self-directed manner.
- Constructs systems that are the best method now and sustainable into the future.
- Able to step back from direct control of “hands on” work.
- Successfully delegates and trusts specialist staff for technical support.
- Manages interacting projects.
- Asks for help and encourages involvement.
- Shares thoughts, feelings, and rationale (to build trust).
- Provide support without removing responsibility (to build ownership).
- Seeks to engage with all people associated with the AML Operations and to understand, learn from and share cultural differences.

Desirable

- Prepared to challenge “the way we do things”.

To apply:

Please submit your letter of application along with your Curriculum Vitae Liberia.jobs@arcelormittal.com or at the Security Gates/Desk in Yekepa and Buchanan. All Envelops or Email subject should be marked with the position you are applying for.

Deadline for receipt of applications: April 30, at 5:00 p.m.

Please note the following:

☐☐ Only short-listed candidates will be contacted. ☐☐

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY