



JOB ADVERTISEMENT 27 MARCH 2025

Who Are We:

Trinity Nyakabingo Mines Ltd is a Wolfram Mining Company, situated in Shyorongi Sector, Rulindo District, Northern Province. Of Rwanda

The Management of Trinity Nyakabingo, on behalf of Trinity Metals Ltd, informs the public that it is recruiting a Competent, Qualified and Experienced Staff for the position of:

I. POSITION: SENIOR ACCOUNTANT (3)

- 1. Position/Job Title:** Senior. Accountant
 - 2. Job Grade:** C5
 - 3. Department:** Finance
 - 4. Reports To:** Finance Manager / Superintendent
 - 5. Job Brief:** The Senior Accountant is responsible for overseeing the preparation and accuracy of financial statements in accordance with IFRS or GAAP standards. This role also manages complex accounting functions, such as depletion, depreciation, and amortization (DD&A), which are critical in the mining industry.
 - 6. Responsibilities: Senior Accountant** has the following responsibilities and duties:
 - 1. Financial Reporting:**
 - i. Prepare and review financial statements (monthly, quarterly, and annually) in accordance with relevant accounting standards (e.g., IFRS, GAAP).
 - ii. Collaborate with the Group Financial Controller and central finance team to ensure accuracy and completeness of financial reporting.
 - 2. Budgeting and Variance Analysis:**
 - i. Support the annual budgeting process and collaborate with operations, engineering, and finance teams to produce practical budgets.
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- ii. Assist the finance team with forecasting by providing accurate data, reports, and analysis.
- iii. Monitor ongoing financial performance and compare actual results against budget and forecasted values, finding variances.
- iv. Deliver detailed variance analysis reports to senior management and propose corrective actions where necessary.

3. Business Performance Reporting:

- i. Prepare detailed monthly, quarterly, and annual financial reports for senior leadership, board members, and external stakeholders.
- ii. Monitor and assess key operational KPIs (e.g., cost per ton, Tin and Wolfram grades, production efficiency) to evaluate business performance.

4. Compliance and Risk Management:

- i. Ensure that financial reports adhere to international accounting standards.
- ii. Identify and mitigate financial risks related to mining operations, including price fluctuations, regulatory changes, and environmental risks.

5. Cost Accounting:

- i. Supervise cost accounting for mining operations, including production cost analysis, inventory valuation, and cost allocation.

6. Depreciation and Amortization (D&A):

- i. Manage D&A calculations for mining assets, ensuring compliance with accounting standards.
- ii. Maintain records for mining reserves and resource estimates for accurate depletion calculations.

7. General Ledger Management:

- i. Oversee the general ledger, including journal entries, reconciliations, and financial closing processes.
 - ii. Maintain accurate records of inventory, and other balance sheet accounts.
 - iii. Maintain accurate records of fixed assets, managing additions, disposals, and depreciation calculations.
 - iv. Conduct periodic physical inventory counts and ensures proper reconciliation with accounting records.
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- v. Perform monthly reconciliations of the sub-ledgers against the general ledger.

8. Exploration and Development Costs:

- i. Oversee the accounting of exploration and development expenditures, ensuring proper capitalization and amortization.
- ii. Work with geology and engineering teams to track and report expenditures on these activities.

9. Audit and Compliance:

- i. Liaise with auditors during the annual audit process to ensure compliance with relevant laws and regulations.
- ii. Manage tax compliance, ensuring proper accounting for taxes such as CIT, VAT and transfer pricing.

10. Team Support:

- i. Support and mentor junior accountants, ensuring the accuracy of their work and providing ongoing guidance and training.
- ii. Oversee the daily activities of junior accountants to ensure compliance with company policies and accounting standards.

11. Process Improvement:

- i. Identify areas of improvement in accounting systems and processes.
- ii. Assist in the transition to new accounting software or ERP systems, ensuring proper training and implementation.

12. Accounts Payable and Receivable:

- i. Ensure timely and accurate processing of vendor invoices, managing customer invoicing, and collections.
- ii. Reconcile accounts payable and receivable, ensuring all balances are accurately reflected.

13. Collaboration and Communication:

- i. Collaborate with other departments to resolve accounting discrepancies.
- ii. Provide financial support to internal stakeholders and communicate effectively with external vendors and clients.

14. Other Duties

- i. Comply with all Company Policies and Procedures
 - ii. Perform any other task as may be assigned by the Manager or General Manager
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7. Job Requirements: The Senior Accountant should have the following education, experience and skills

- i. Bachelor's Degree/Master's Degree in Accounting, Finance or Economics.
- ii. Professional Certification CA, CPA, ACCA, ACA
- iii. Minimum of 3 years PQE (post qualifying experience).
- iv. Previous Team management or coordination experience.
- v. Strong understanding of International & Rwanda's accounting standards, taxation and regulatory requirements.
- vi. Proficiency in preparing and reviewing financial documents
- vii. Working knowledge of MS Office applications (Excel, Word, Outlook).
- viii. Interpersonal, Excellent verbal and written communication skills.
- ix. Ability to work under pressure and take initiative.
- x. Analytical & attention to details, problem-solving and critical-thinking skills.
- xi. Strong ethical standards and a commitment to maintaining confidentiality.
- xii. Ability to adapt to changing regulatory environments and industry practice.

II. APPLYING FOR THE POSITION:

Please submit the following documents in a single file attachment to the **e-mail** address: **recruitment.nyakabingo@trinity-metals.com**. Indicating which position, you are applying for and addressed to the General Manager of Trinity Nyakabingo Mine Ltd.

- i. Application letter/A cover letter setting out briefly the candidate's motivation and suitability for the position not more than 1 page,
 - ii. A Curriculum Vitae- maximum 3 pages,
 - iii. The name, position and contact number for **three references**, one of them being from your recent employer, preferably your direct Supervisor.
 - iv. A copy/ies of education and training certificates/diplomas/degrees
 - v. Any pertinent recommendation letter that the candidate may wish to add.
 - vi. A copy of relevant work experience certificates
 - vii. A copy of ID
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III. APPLICATIONS SUBMISSION DEADLINE

The deadline for Application is **11th April 2025 at 17:00 Pm.**

The applications submitted after the deadline will not be considered.

Only short-listed candidates shall be contacted.

For other inquiries, please contact the HR Office on **+250791345409** during working hours

Done at Nyakabingo, on 27 March 2025



Justin UWIRINGIYIMANA
General Manager
