



Calibre Mining Corporation is engaged in the exploration and development of the Valentine Gold Mine located in the central region of Newfoundland and Labrador. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province. Calibre is a public corporation (TSX:CXB) headquartered in Vancouver, British Columbia with a regional office located in Grand Falls-Windsor, NL.

Additional corporate and Project information is available at [www.calibremining.com](http://www.calibremining.com)

Calibre is currently inviting applications for a **Business Unit Manager** to join our growing team as the company transitions from mine construction to mine operations.

## **Business Unit Manager**

The Business Unit Manager will provide financial and operational support to the Valentine Gold Mine, which includes supervising and managing the Finance, Procurement, and IT teams at the Grand Falls-Windsor office and at the project site. The incumbent will be responsible for all site operational matters as they relate to management and financial reporting along with budget management, cost benefit analysis, forecasting, internal controls, and applicable systems and infrastructure. The Business Unit Manager will also implement financial, procurement, and IT management policies, procedures and systems and ensure compliance with corporate and project standards as well as maintain oversight of day-to-day departmental activities.

This position will work Monday to Friday located at the Grand Falls-Windsor Office with ad-hoc travel to the project site.

### **Accountabilities/Responsibilities:**

#### **Governance:**

- Develop and maintain ongoing internal and external collaborative relationships with all stakeholders.
- Implement and adhere to policies, procedures, regulatory and permitting requirements, and monitor compliance.
- Ensure best industry practices are implemented in all Financial, Procurement, and IT functions.

#### **Health, Safety and Environment:**

- Promote a culture where health, safety, and environment are always the highest priority.
- Promote the completion and tracking of proper safety training for employees and ensure the tools are in place for employees to complete their work safely and compliant with regulatory and permitted requirements.
- Ensure security measures, systems, and requirements are implemented and monitored to protect the people and assets.

**Operation:**

- Manage the financial, procurement and IT structure that supports the exploration, construction, and operations of the Valentine Gold Mine at both the project site and the Grand Falls-Windsor office.
- Responsible for day-to-day activities, including financial reporting, management reporting, payroll, accounts payable, and external audit for project site activities.
- Ensure that an effective internal control environment exists through compliance with, and development and implementation of, policies, processes, and procedures.
- Support the preparation of the annual budget and periodic forecasts.
- Key contact for internal and external audits as directed, ensuring the provision of accurate and timely information upon request.
- Maintain a current knowledge of corporate accounting policies, financial reporting requirements, and provide related direction and support to management and staff.
- Develop financial, procurement, and IT management policies and procedures, manage roll-out and oversight compliance, reporting, and periodic review.
- Train and develop staff to enable them to use and manage financial, procurement, and IT systems.
- Develop and maintain effective working relationships with the team and manage the provision of high quality and responsive services.
- Provide financial and analytical support to management.
- Ensure the accuracy of monthly financial results and prepare reports to local and business unit management as required.

**Budgets and Resource Management**

- Responsible to develop and manage the departmental budget for the Valentine Gold Mine site by identifying efficiencies and improving processes by monitoring economic conditions and opportunities as well as tracking and acting on cost reductions which are not detrimental to the long-term business performance.
- Ensure the appropriate allocation of operating and capital costs to achieve business plans through the annual budget process and monthly review of costs and budget variances.
- Review and provide directions on future equipment and labour requirements.
- Develop annual budgets including sustaining capital requirements.

**Leadership Development:**

- Establish and maintain strong relationships with Valentine Gold Mine senior level management.
- Establish and maintain strong communication and working relationships with the Calibre Corporate Finance team, in specific, the VP Finance.
- Establish and support a culture of respect, accountability, transparency, inclusion, and prosperity.
- Establish clear performance expectations and key performance indicators for members of the site financial, procurement, and IT team.
- Ensure career and succession planning is promoted and supported by providing training, mentoring, and development programs for talent at all levels.
- Assess performance on an on-going basis through employee performance management processes and ensure training needs are identified.
- Encourage interdepartmental collaboration and establish a strong culture of continuous improvement across the operation.
- Other duties as assigned.

### **Education and Experience Required:**

- Bachelor's degree in Finance or Accounting; CPA is an asset.
- 10+ years of related experience.
- Minimum of 5 years' experience leading a team and managing change.
- Experience in a remote work setting is considered an asset.
- Experience in a Mining or similar industrial setting is considered an asset.
- Experience in SAP is considered an asset.

### **Skills and Knowledge:**

- Proficient in IFRS financial reporting practices.
- Ability to lead and manage teams.
- Ability to work and effectively communicate with senior-level business partners.
- Knowledge of procurement and IT processes and procedures.
- Excellent ability to problem solve, along with solid analytical skills, understanding of the business process, and systems optimization.
- Comfortable interacting with all levels of management in multiple areas.
- Excellent business judgment, analytical, and decision-making skills
- Ability to synthesize large quantities of complex data into actionable information.
- Advanced knowledge of Excel spreadsheets and experience in using advance consolidation and reporting tools, ex. SAP, and Power Point presentations.
- Ability to review data and make relevant management decisions.
- Strong financial system and business administration understanding.
- A valid driver's license and drivers abstract required.

Calibre is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees. Calibre reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

Calibre will review all applications; however, we will only contact those candidates who best fit the requirements.

To apply for this position, please do so by clicking on the following URL link: [Careers](#)

**Job ID 1068**

**Deadline to apply: Monday, March 18<sup>th</sup>, 2024**