

JOB PROFILE - COST AND FIXED ASSET Officer

A. Job Information	
Job Title:	Cost and Fixed Asset Officer
Job Grade:	
Location:	NAMLC
Department:	Finance
B. Job purpose:	
<i>A brief statement outlining the overall purpose/reason for the existence of the job (one or two sentences).</i>	
The Cost and Capital Analyst is responsible for analysing operational costs, monitoring capital expenditure, ensuring accurate capture and accounting of capital items, and managing PPE depreciation and amortisation schedules. The role supports financial planning, improves cost efficiency, and ensures compliance with IFRS and internal policies related to asset management.	
C. Responsibilities/Key Objectives:	
<i>List five to eight major activities and contributions to the organisation for which this job is held accountable</i>	
1	Analyse daily, weekly, and monthly operational costs across departments.
2	Track actual expenditure against approved budgets and investigate variances.
3	Identify cost drivers and recommend cost optimization measures.
4	Monitor procurement transactions, price changes, and consumption trends.
5	Prepare periodic cost dashboards and management reports.
6	Review and validate all capital expenditure requests to ensure accuracy and compliance.
7	Capture and classify capital items in accordance with company policy and IFRS requirements.

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8	Track capital project spending and ensure alignment with approved budgets.
9	Maintain a CAPEX register and monitor project completion status for capitalization.
10	Provide monthly CAPEX reports and forecasts to management.
11	Maintain a complete and accurate fixed asset register.
12	Ensure capital items are recorded with appropriate asset categories, useful lives, and depreciation methods.
13	Monitor assets under construction (AUC) and ensure timely capitalization when ready for use.
14	Review assets for potential impairment indicators and support impairment assessments.
15	Coordinate periodic physical verification of fixed assets with operations.
16	Prepare and update monthly depreciation schedules in line with IAS 16 and IAS 38.
17	Apply appropriate depreciation methods (Straight-line, Units-of-Production, etc.) based on asset type.
18	Calculate amortisation for intangible assets such as software and licenses.
19	Ensure depreciation entries are posted accurately into the general ledger.
20	Review useful lives and residual values annually and recommend adjustments.
21	Build cost and capital expenditure models to support budgeting and financial planning.
22	Support long-term asset replacement planning and life-of-mine (LOM) projections (for a mining firm)
	Conduct scenario analysis for CAPEX decisions and cost impacts.
23	Ensure full compliance with IFRS standards (IAS 16, IAS 38, IAS 36, IFRS 6 as applicable).
24	Assist in developing and updating asset accounting policies and cost control procedures.
25	Maintain accurate supporting documents for all capital items and cost entries.

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26	Support internal and external audits by providing asset and cost-related schedules.
27	Work closely with procurement, stores, engineering, and operations to validate asset movements and costs.
28	Verify commissioning dates with engineering teams for timely capitalization.
29	Participate in monthly cost and CAPEX review meetings with management.
30	Any other tasks assigned by senior leadership

D. Inherent Requirements of the Job

The minimum qualifications, skills, knowledge, experience, and behavioural attributes are required to perform the job competently.

Minimum qualification/s Experience (A basic summary of the previous level of experience required to start in the position)	<ul style="list-style-type: none"> • 3–5 years' experience in cost analysis, fixed asset accounting, or capital project accounting. • Bachelor's degree in accounting or related field. • Professional qualification or part qualification (ACCA, CIMA, ICA) is preferred.
Technical competencies	<ul style="list-style-type: none"> • Strong understanding of cost accounting and fixed asset accounting principles. • Proficiency in Excel, ERP systems, or fixed asset management software. • Good understanding of IFRS standards relating to PPE and intangible assets. • Excellent reporting and presentation abilities.
Skills & Experience	<ul style="list-style-type: none"> • Ability to work under pressure and meet reporting deadlines. • Effective communication and stakeholder engagement skills.

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Business Behaviors	<ul style="list-style-type: none"> • Highly organised and detail-oriented. • Strong ethical standards and confidentiality. • Proactive, results-driven, and critical thinker. • Ability to work independently and collaboratively • Must show a high level of integrity. • Be detail-oriented. • Ability to plan strategically. • Problem solver.
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E. Job description agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job description as he/she deems reasonable, after due consultation with the job holder.

We, the undersigned, agree that the completed Job Description gives an accurate outline of the job and represents the contents and requirements of the job.

Title	Name	Employee Number	Signature	Date

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