

ABOUT ADRIATIC METALS

We value a diverse and motivated workforce that thrives on seeking responsibility for excellence.

Adriatic Metals BH d.o.o. is committed to building a working environment that is secure, fair, and diverse and a culture that fosters leadership and allows every person to contribute and realize their potential. Sound employment practices are crucial to developing a workforce with the necessary skills and qualities to support a successful, ethical, and responsible business. Diversity is celebrated and encouraged.

Accounting & Finance Associate

The Accounting & Finance Associate plays a key role in supporting the financial operations of the mining business by maintaining accurate financial records, processing transactions, and assisting with cost tracking, budgeting, and reporting. The role ensures compliance with industry-specific financial regulations, supports project and operational cost management, and provides timely financial insights to help drive operational efficiency and strategic decision-making across exploration, production, and site operations.

Main responsibilities:

- **Process and manage accounts payable**, including vendor invoice verification, approvals, and timely payment processing.
- **Process and manage accounts receivable**, including invoicing, collections, and aging report monitoring.
- **Record daily financial transactions**, including accounts payable, accounts receivable, and payroll entries.
- Withholding tax calculation and submission to tax authorities including payment.
- **Reconcile bank accounts**, credit card accounts, and intercompany accounts.
- **Preparing payment runs**.
- Submitting necessary documentation and reporting to the Ministry of Finance (intercompany loans, capital raise etc).
- **Service contracts calculation**, tax submission and payment.
- Liaising with Auditors to provide timely and accurate documentation for audit process.
- **Assist in preparing** monthly, quarterly, and annual **financial reports**, including balance sheets, income statements, and cash flow statements.

Adriatic Metals BH d.o.o., Društvo za istraživanje i eksploataciju rude

Tisovci bb, 71330 Vareš, Bosna & Hercegovina

Identifikacioni broj porezne registracije (ID): 4236448780005

Poslovna banka: 1990470058595226 Sparkasse Bank d.d.

www.adriaticmetals.com

- **Perform account reconciliations** for various general ledger accounts, ensuring discrepancies are identified and resolved.
- Support Senior Accountant & GL Accountant as required.

ABOUT YOU

The most successful candidate will ideally possess the following:

- Bachelor's degree in accounting, finance, or a related field – preferred.
- CPA, ACCA, CMA, or equivalent (even in progress) – desirable.
- Minimum of 3+ years of experience in accounting, finance, or related fields.
- Experience with various ERP Systems.
- Understanding of Business Operations, cross-functional knowledge.
- Experience in a multinational company environment.
- Driving Licence B category.

ABOUT OUR PROCESS

At Adriatic Metals, we are committed to hiring individuals who align with the company's values and meet the requirements of the role. As part of the hiring process, there are various checks that can be conducted to establish the suitability of candidates for a role, including police/criminal checks, medical checks, business partner checks, right-to-work checks, occupational assessments, and/or reference checks.

To apply for this role, please send a copy of your Resume clearly indicating the name of the role, to posao@adriaticmetals.com.

Please note that only shortlisted candidates will be contacted for further consideration. Once again, thank you for your interest in Adriatic Metals. The vacancy is open until we find our best match. We wish you the best of luck in your job search!