

**POSITION SPECIFICATION**

**POSITION TITLE:** **BUSINESS ANALYST, Rainy River Project**

**LOCATION:** Do you want to be part of the development and start-up of one of Canada's premier mining operations? We are looking for dynamic individuals to join our team and live in our community as we pursue this exciting project. The Rainy River Project, located 65 km northwest of Fort Frances, ON, contemplates a combined open pit and underground mine, processing 21,000 tonnes per day.

**POSITION SCOPE:** The role of Business Analyst is to provide business analytical, forecasting, budgeting and internal control analysis around general accounting, cash management, reporting and modeling to meet the business objectives of the organization. This position is based out of the Emo Office.

**RESPONSIBILITIES:** ***Perform Contractor Audit and Cost Analysis Functions***

- Work in conjunction with the Contracts department to carry out audits and reviews of contractor billing to ensure alignment with signed contracts

***Budgeting & Forecasting Functions***

- Design and develop effective budgeting and forecasting process for the organization
- Work in conjunction with internal departments to develop annual budgets and forecasts

***Resolve Organizational Information Issues and Requirements***

- Study business functions, gather information, evaluate output requirements and formats.
- Review current practices and design modifications to improve existing systems.
- Identify problems, recommend controls and establish improved procedures.
- Collect, analyze and summarizing information and trends to prepare technical reports.
- Write and update procedures to maintain system protocols.

***Monitor cash flow***

- Review and prepare monthly cash forecasts.
- Provide data and recommendations on cash flow management.

***Provide financial information to management, corporate office, government, and regulatory agencies as required***

- Prepare month end reports and analysis for management and department heads.
- Review and provide supporting documentation / reconciliations to internal and external auditors as required.
- Provide statistical surveys to external agencies, including applicable regulators.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Degree in Business Administration, Accounting or Finance
- CA or CMA designation
- 5 years of professional accounting experience
- Skilled in Microsoft Excel, Word and Power point
- SAP Experience
- Detail oriented
- Excellent communication skills, both oral and written
- Ability to work well with all levels of the organization

**COMPENSATION:**

A competitive salary, performance bonus plan, and benefits, will be provided.

**DEADLINE FOR APPLICATIONS**

**Thursday, June 29, 2015 at 4:30PM**

**HOW TO APPLY:**

Please apply by completing the online Job Application Form and by attaching your Cover Letter and Resume.

The online Job Application Form can be found at:

<http://newgold.com/rrcareers>