	Chief Financial Officer Job Description		Document Number: JD-OP-14.05
	Department: Office of the President	Effective Date: June 14, 2016	Revision No 0

I Reason for Existence


The Chief Financial Officer position is accountable for the administrative, financial, and risk management operations of the company, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.q11

II Duties and Responsibilities

1. Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
2. Participate in the development of the corporation's plans and programs as a strategic partner.
3. Evaluate and advise on the impact of long range planning, introduction of new programs/ strategies and regulatory action.
4. Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Chief Executive Officer (CEO)/ President, the Board and other senior executives in performing their responsibilities.
5. Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.
6. Establish credibility throughout the organization and with the Board as an effective developer of solutions to business challenges.

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7. Provide technical financial advice and knowledge to others within the financial discipline.
8. Continual Improvement of the budgeting process through education of department managers on financial issues impacting department budgets.
9. Provide strategic financial input and leadership on decision making issues affecting the organization; i.e., evaluation of potential alliances acquisitions and/or mergers and pension funds and investments.
10. Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
11. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
12. Be an advisor from the financial perspective on any contracts into which the corporation may enter.
13. Evaluate the finance division structure and team plan for continual improvement of the deficiency and effectiveness of the group as well as provide individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.

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III Minimum Qualifications

1. At least 10 years' experience in a senior role in
2. Should have a master's degree in accounting or business administration or equivalent business experience preferably Certified Public Accountant or Certified Management Accountant.
3. Should have experience in partnering with an executive team.
4. Excellent verbal, analytical, organizational and written skills.
5. Competent in financial management, business acumen, and ethical conduct.

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