



## **Director, Global Finance and Administration Management**

**Location** - *Calgary, Canada*

**Supervisor** - *Chief Financial Officer (CFO)*

**Position Type** - *Permanent*

**Industry** - *Renewable Energy*

**Start date** - *1st week of May 2023*

### ***The Role:***

The Director, Global Finance and Administration Management is a senior leader in the finance department and will lead the Eavor Global Finance and Administration Management (GFAM). This position is responsible for full-cycle financial management, development of financial metrics and the ongoing monitoring of control systems designed to preserve Eavor's assets and report accurate financial results.

Responsibilities include supporting the development and oversight of compliance and financial management systems, procedures, and internal controls required for global operations. This position also provides a risk management voice to CFO regarding policies and operational decisions. The position also ensures compliance with International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP), regulatory requirements, and internal controls.

This position reports directly to the CFO and collaborates to ensure financial management functions are performed up to the highest standards. This position provides innovative solutions for emerging financial management needs and serves with the CFO as key support staff for the Audit Committee of the Board.

This position communicates continuously with cross functional team in multiple locations using email, video and audio conference technology. This position must be able to communicate and collaborate effectively globally.

**Please send resume and cover letter in a single PDF to [Shyamli.mohamed@eavor.com](mailto:Shyamli.mohamed@eavor.com)**

**with the subject line *Director, Global Finance and Administration Management***

## ***Core Job Responsibilities***

### **Global Financial Management**

- Direct, coordinate, consolidate and provide institutional financial management monthly reporting. Support forward-looking, trend and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Lead work of Global Finance & Administration Management in partnership with Controller, ensure accounting units have smooth functioning and efficient workflow.
- Lead finance team in producing timely and accurate financial reporting. Oversee the preparation and communication of monthly, quarterly, and annual financial reports to CFO. Create tools or reports that support timely organizational decision making, including deployment of personnel linked to various cost centers.
- In partnership with the Controller, ensure that global financial management systems, activities and audits are aligned with Accounting Team policies, processes and timelines
- Manage day to day activities in treasury function to meet the financial obligations of the organization. Perform treasury activities to maintain cash flow, borrowing, debt and capital management.
- Support and coordinate the annual budgeting process in collaboration with CFO and management.
- Set and oversee work plans and regularly assess team performance against objectives. Promote a culture of high performance, continuous improvement, and exceptional support that values learning and a commitment to quality.
- Manage cost center budgets as assigned in close coordination with the CFO. Monitor investments /reserves, expense and revenue projections, and cash flows to ensure a solid fiscal position.
- Along with the CFO and Controller, serve as a point of contact with internal and external stakeholders for company financial, reporting and compliance questions and concerns.

### **Financial Oversight & Operations**

- Ensure responsiveness and quality customer service that effectively responds to ad-hoc financial reporting, trend and analysis requests to facilitate informed decision-making by management.
- Provide support to the Business Development units and Project Management Units as new business development opportunities are sought. Oversee cost and pricing staff and consultants. Conduct proposal reviews to ensure capacity to meet administrative and fiscal compliance requirements. Establish and maintain current and innovative strategies for pricing business opportunities with the goal of full cost recovery.
- Remain up to date on accounting, financial and audit best practices in countries with operations; keep up with automation and technology advances in finance.
- Support and develop policy and procedures. Maintain and manage authority matrix controls, approvals and training new staff.
- Review agreements with regards to financial and tax terms, compliance, reporting, and other requirements.

### **Compliance & Risk Management**

- Work in coordination with CFO to identify, manage and monitor financial risks and develop appropriate mitigation strategies.
- Develop and ensure maintenance of appropriate internal controls and financial procedures that effectively address risks.
- Ensure legal and regulatory compliance regarding all financial functions and record keeping.
- Ensure compliance with International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP), internal controls, established policies and procedures, and ensure integrity, suitability, accuracy and timeliness of internal information.
- Plan and manage country office in partnership with respective country teams audits and proper filing of tax returns, and coordinate closely with Controller for audit, filings and tax returns.
- Ensure that proper internal controls are in place and functioning as designed.
- Regularly review and update financial policies to verify that they remain relevant and appropriate to ensure compliance and best practices while supporting efficient global operations.

### **Strategic Leadership & Governance Support**

- Represent Finance and diverse perspective in various cross-organization working groups and special initiatives (e.g., cost recovery, innovative funding, allocation methodologies, etc.), strategic working groups, and other cross-departmental planning committee.
- Provide key staff support to Investment & Audit Committee (coordination, agenda development, etc.).

### **Other**

- Provide regular and ad hoc information to the CFO related to finances.
- Lead, supervise, train, coach and develop (includes Finance and Cost & Pricing staff based globally).
- Other duties and responsibilities as assigned by the CFO.

### ***Required Skills/Experience***

- Requires bachelor's degree in accounting, Finance or Business Administration (with an emphasis in accounting or finance). CPA preferred.
- Minimum 15+ years of senior level accounting/financial experience working in global organizations.

- High energy and commitment to working in a diverse and multi-cultural team environment.
- Exceptional collaboration skills to work with cross-functional teams.
- Demonstrated leadership ability, team management, relationship building, and interpersonal skills.
- Experience supervising, coaching and developing diverse staff across global locations.
- Advanced knowledge of accounting rules, compliance, and reporting.
- Proficiency with general ledger, budgeting and financial reporting packages.
- Experience using accounting and financial software applications, databases, and expertise in Excel.
- Proactive, creative, flexible, responsive, hands-on strategic thinker with vigilant attention to detail.
- Ability to learn and to work independently as well as in a collegial manner, as a team player, is essential. Requires exceptional time management and good organizational skills. Accuracy with numbers is necessary.
- Exceptional analytical, critical thinking and innovative problem-solving skills with the ability to handle multiple tasks under tight deadlines and competing priorities.
- Growth mindset to drive innovative solutions from learnings, with high capacity to execute.

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## ***About Eavor Technologies Inc.***

Eavor (pronounced “Ever”) is a private company founded in 2017 to develop and commercialize disruptive geothermal technology. We mobilize cutting edge oil and gas technology, along with some proprietary solutions, to create the world’s first closed-loop geothermal system. Eavor has successfully built a prototype demonstration facility (“Eavor-Lite”) in Alberta along with our partners. Working with clients and partners, we are progressing a pipeline of commercial projects in Germany, other parts of Europe, the Middle East, Africa, Asia, Australasia and North America.