

## **JOB DESCRIPTION & ANNUAL ACCOUNTABILITIES**

<b>NAME:</b>	TBC	<b>REPORTING TO:</b> NA Regional Director
<b>POSITION TITLE:</b>	Regional Finance Manager	<b>DIRECT REPORTS:</b> 1
<b>DEPARTMENT:</b>	Finance	<b>LOCATION:</b> Toronto

### **POSITION PURPOSE:**

The Regional Finance Manager is responsible for managing the financial integrity and management accounting, reporting & analysis for the Intrepid Group operations in North America. This is an important regional Finance role which will have responsibility to maintain an environment of robust and effective financial accounting processes, procedures and controls for the region, as well as providing high quality financial and management reporting to key business stakeholders.

This role will have full responsibility for the Intrepid Group North America financial ledgers and along with general accounting work will be required to act as business partner to all local departments to provide support and guidance.

This role will also be responsible for all local compliance, including managing audit and year end processes, tax and licensing. Furthermore, this role needs to maintain an element of flexibility to provide financial analysis and recommendations to key stakeholders in a continually changing business environment.

### **QUALIFICATIONS AND EXPERIENCE**

Bachelor degree with an Accounting major or similar

CA or CPA or equivalent with 5+ years post qualification experience in a financial management role. Experience in business performance reporting

Experience and knowledge of complex accounting packages

Demonstrated wider commercial and business acumen

### **OTHER SKILLS AND ATTRIBUTES**

Ability to communicate effectively within a global business structure

Positive can do attitude and enjoyment in working with people in the business

Ability to lead and adapt to change

Demonstrate leadership and ability to foster teamwork

Outstanding organizational skills, tenacity and attention to detail

Ability to cross functions and become embedded within the business whilst continuing to provide an objective financial custodianship role

Understanding and appreciation of Intrepid Group's culture and values

Annual Operational Accountabilities	Benchmark Measure
<i>General accounting and financial integrity</i>	<ul style="list-style-type: none"> <li>• Ownership of the trial balance and financial integrity of North American companies</li> <li>• Manage month end close processes including accruals, prepayments, intercompany transactions, etc.</li> <li>• Ownership of balance sheet reconciliations for North American entities, including preparation, review and sign off</li> <li>• Accurate, complete &amp; timely monthly Group reporting</li> <li>• Focus on improvement of accounting processes to ensure best practice and compliance to relevant policies and standards</li> <li>• Financial custodian and expert</li> <li>• Ownership of intercompany balances and ensuring reconciled &amp; confirmed</li> </ul>
<i>Management reporting &amp; analysis</i>	<ul style="list-style-type: none"> <li>• Ownership of monthly regional management reporting</li> <li>• Provide insightful information and analysis on monthly results and explain variances</li> <li>• Focus on accurate allocation of Information in the finance system to allow meaningful analysis</li> <li>• Continually develop reporting to meet the needs of key stakeholders</li> <li>• Support business and work with all local departments to meet reporting needs</li> </ul>
<i>Budgeting &amp; Forecasting</i>	<ul style="list-style-type: none"> <li>• Prepare annual budgets and regular forecasting to meet management and Intrepid Group reporting deadlines</li> <li>• Work closely with Group Finance on monthly forecasting processes</li> <li>• Coordinate with local departments to prepare regular &amp; accurate forecasts</li> <li>• Prepare cash forecasts and monitor and understand cash flow needs</li> </ul>
<i>Year end &amp; audit</i>	<ul style="list-style-type: none"> <li>• Manage year-end audit for North American companies</li> <li>• Develop a strong relationship with auditors and provide all information in requested timelines</li> </ul>
<i>Tax &amp; Licensing</i>	<ul style="list-style-type: none"> <li>• Manage all local tax requirements for US &amp; Canada, including all Federal, State, Provincial and local requirements</li> <li>• Work closely with external taxation specialists to ensure all compliance requirements are met</li> <li>• Manage all licensing requirements</li> </ul>
<i>Banking</i>	<ul style="list-style-type: none"> <li>• Manage relationships with bankers in both Canada (CIBC) and the United States (Wells Fargo)</li> <li>• Work with banks with respect to letter of credit arrangements</li> </ul>
<i>Support Transactional Services team</i>	<ul style="list-style-type: none"> <li>• Work closely with the Sri Lanka based transactional services team and act as a conduit between the business and the Sri Lanka team where required</li> <li>• Review and sign off of invoices where required</li> </ul>

<i>Staff management &amp; development</i>	<ul style="list-style-type: none"> <li>• Supervise, support, mentor and develop Finance staff.</li> <li>• Monitor work demands and allocation of responsibilities.</li> <li>• Actively review work and team outputs.</li> <li>• Complete staff performance reviews for direct reports</li> <li>• Coach and support immediate team members</li> </ul>
<i>Internal Customer Service</i>	<ul style="list-style-type: none"> <li>• Positive feedback from business</li> </ul>
<i>Other Duties and project work</i>	<ul style="list-style-type: none"> <li>• As directed</li> </ul>