MARSHALLS ENERGY COMPANY

JOB DESCRIPTION

JOB TITLE:	Chief Financial Officer (CFO)		
DEPARTMENT	**SECTION**	**LOCATION**	**REPORTING TO**
Finance	N/A	MEC HQ	CEO

SUMMARY:
Direct/Manage the Finance Department's functions, including financial planning and budgeting, general accounting, billing, collection, customer service, and tariff policy and tariff determination.

I. KEY DUTIES and RESPONSIBILITIES

1. Provide leadership and direct Finance Department's activities to ensure that the department functions effectively and efficiently, and guide and monitor department's compliance with all legal, regulatory, environmental, and safety requirements. A detailed list of finance department functions is provided in the department's organizational structure.
2. Provides leadership and coordination in the financial, business planning, regulatory, and accounting and budgeting activities in the company. Responsible for all financial management aspects of company operations.
3. Manage the billing and collection functions of MEC.
4. Analyze cash flow and expenses and supervises cash management and the investment of funds; works with banks, international financial institutions and government agencies to secure the required capital for company operation and expansion.
5. Establish and maintain appropriate internal controls and segregation of duties to mitigate business risks and safeguard company assets, prevent fraud and embezzlement, secure proper recording and reporting of business transactions, and ensure compliance with standards and regulations.
6. Direct the preparation of all financial reports, including income statements, balance sheets, cash flow statements, tax returns, reports to the Board of Directors, reports to all government and agencies and ministries, etc. Ensures compliance with tax, regulatory, and other reporting requirements.
7. Evaluate the quality and performance of all computerized financial and management information systems in the company and approve and coordinate the implementation of changes and improvements to them.
8. Confer with the CEO and all Directors to coordinate and prioritize budgeting and planning. Review reports to analyze projections of sales of electricity and profit against approved targets, budgeted expenses against approved limits, and suggest methods of improving the budgeting and planning process as appropriate.
9. Analyze company operations to pinpoint opportunities for cost optimization.
10. Study long-range economic trends and projects company prospects for future growth. Estimates requirements for capital investments and increases in the tariffs.
11. Develop and implement effective training and development programs for the department's employees and provide for the objective evaluation of their performance on a timely basis.
12. Develop and implement department's KPIs data gathering and reporting.
13. Ensure the professional development and training of employees.
14. Maintain and develop professional skill levels in accounting and finance.
15. Manage the staff and address administrative issues timely, such as employee timekeeping and leave, employee performance, maintenance of department's records, and daily work task scheduling/assignments etc., as required.

16. Ensure that employees understand their personal contribution to the organizational objectives and the value that department delivers.
17. Develop and implement an annual action plan and a budget for the department, in line with the company's business plan and department action plan. Manage and control department's expenditures within the approved budget.
18. Provide regular reports to the CEO on the performance of the department against the Action Plan and KPIs and ensure that all goals and KPI targets are achieved.
19. Participate in the recruitment of department staff, identify, and select the best candidates, inspire, motivate, and empower staff to function as a team.
20. Represent MEC at finance related meetings and gatherings.
21. Assist Human Resource Department with preparation and maintenance of a succession plan for the departments and assist with its implementation.
22. Ensure coordination with external auditors for financial audit of MEC.
23. Perform other related duties as assigned.

II. KEY RELATIONSHIPS

1. Reports to CEO
2. Provides finance and accounting oversight and guidance for all MEC activities.
3. Works closely with all departments, including Petroleum Division.

III. QUALIFICATION REQUIREMENTS

EDUCATION: Bachelor's degree in finance or accounting, from a four-year college or university is required, master's degree is preferred.

EXPERIENCE: Seven years of experience in senior-level finance or accounting position is required. Professional Certification in Accounting would be an advantage.

SKILLS:

1. Demonstrated leadership and interpersonal skills. Ability to work in a team environment, considering diversity and personality differences.
2. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles and Government Auditing Standards.
3. Experience in strategic planning and utility regulation including tariff setting, and knowledge of taxation and tax laws.
4. Knowledge of automated financial and accounting reporting systems.
5. Ability to analyze financial data and prepare financial reports, statements, and projections.
6. Ability to solve practical problems and deal with unexpected opportunities and challenges.
7. Flexible team player with a proven ability to work successfully in a matrix reporting environment.
8. Ability to motivate, develop, and direct people as they work, and identify the best people for the job.
9. Excellent oral and written communication skills in English and the ability to prepare and present concise reports and make presentations.
10. Demonstrated ability to lead or manage projects.
11. Demonstrated ability to identify and resolve problems, including the ability to identify opportunities to improve systems and processes.
12. Ability to interact with diverse group of people, manage complex situations and build consensus.
13. Effectively manage own time and the time of subordinates.
14. Proficient with MS Office package (Word, Excel, PowerPoint, Project).

Application Requirements:
Interested applicants should submit the following:

1. Cover letter
2. Detailed CV
3. Copies of educational qualifications and professional certifications
4. Three (3) references

Applications should be submitted via email to **jack.chonggum@mecrmi.com,**
cc: shem.livai@mecrmi.com no later than 11/28/2025.
For further details about MEC and this opportunity, please contact the Human Resources Office at **+692 456-4455** or visit **www.mecrmi.com**.
Thank you for your continued support in helping us reach qualified professionals for this important role.