

### Chief Finance Officer (CFO)

**Job Title:** Chief Finance Officer (CFO)  
**Department:** Executive  
**Reports to:** CEO/ Managing Director  
**Reporting to this Discipline:** Accountants/ Controller  
**Location:** Switzerland

**Qualifications** Experience &/or recognised qualification(s) in financial management of companies – financial reporting - accounting.

**Key Attributes**

- Methodical Approach
- Attention to Detail
- Communication Skills
- Hands-on attitude
- Tenacity
- Can do Attitude
- Self Belief
- Positive Attitude
- Diligence
- Confidentiality
- Flexibility

#### **JOB SUMMARY:**

The CFO participates in the Geoquip Marine (GM) Executive management team to steward the Company and execute the core business. The CFO oversees the implementation and development of accounting and reporting, budget control and analysis, treasury management, asset management and (Corporate sec) tax management, as well as financial policies and procedures to ensure the compliance with regulations and GM group policies in accounting, finance and taxation.

#### **RESPONSIBILITIES:**

- The CFO accountability and responsibility is a key element of our Health and Safety Framework. To achieve our core value, leaders and employees across our entire organization must take accountability for health and safety.
- Participate in the GM Executive management team providing direction and stewardship of the Company.
- Liaise the communication with GM in respect of finance management.
- Liaising with external regulators and advisers, such as lawyers and auditors.
- Build and maintain a competent finance team, including Switzerland and other divisions.
- Instruct, supervise and be overall responsible for the performance of financial management in GM.
- Review and approve policies, processes and procedures facilitating the financial control.
- Provide data and information to GM where relevant and requested.
- Oversee the accounting and reporting and ensure the accuracy and timeliness.
- Organize the budget preparation, monthly performance analysis and forecast, and notice GM executives and managers of the material variances.
- Hire and train new employees on financial operations.
- Ensure financial team follows company policies and regulations.
- Updating Assets List of the company.
- Generate financial reports related to budgets, account payables, account receivables, expenses, etc.
- Establish accurate forecasts regarding expenses and revenues and manage regular reporting requirements.



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- Monitor competitor activity and stay updated about latest industry trends
- Oversee the cash management and ensure the safety and liquidity.
- Oversee the asset management from finance aspect.
- Oversee the cost control and ensure timely and accurate payment to suppliers.
- Research and develop tax-efficient contract structure.
- Ensure compliance with all domestic and international tax laws and regulations.
- Participate in the annual performance evaluation.
- Provide financial guidance to GM executives and managers, as needed.
- Any other duties deemed necessary, which are within the bounds of the incumbent's competence and function.

**LIAISON**

The CFO reports to the CEO and liaises with all other members of the Senior Management team (SMT) for all specific elements that concern these members of the SMT.

The CFO is a member of the Senior Management Team.