	<p><i>Finance Manager Job Description</i></p> <p>Milestone Potash Corp.</p>	
Issue Date: March 20, 2023	Revision # 001	

Position Title: Finance Manager
Location: Regina, Saskatchewan
Reports To: CFO

Job Summary


Western Potash is a potash mining company located in Regina, Saskatchewan, Canada. Our company is a wholly owned subsidiary of Vancouver-based Western Resources Corp., which is publicly listed on the Toronto Stock Exchange. We are currently looking for a Financial Manager to join the management team and take the company from the development stage to the production stage.

The Finance Manager will manage the entire cycle of accounting operations, external and internal management financial reporting, and oversee the design, implementation, and maintenance of the company's internal controls framework. The ideal candidate will be a motivated self-starter with the "big picture" in mind and an exceptional leader with strong communication and business ethics who thrive in a fast-paced environment and strive to create a better way.

Duties & Responsibilities

1. Financial Reporting and Auditing
 - Prepare monthly financial statements with note disclosures to our primary stakeholders.
 - Ensure the financial statements are prepared error-free.
 - Prepare quarterly consolidated interim financial statements for a group of companies under Western Resources Corp. MD&A and financial press releases.
 - Work with the company's external auditors for the preparation of year-end auditing.
 - Improve financial reporting, month-end reporting, production reporting, standard costing, inventory control and scrap reporting. Improve accuracy and timeliness of all reporting processes.
 - Review and reconcile all supporting documentation provided to ensure the financial information's accuracy and identify necessary adjustments or unresolved issues.

2. Financial Planning and Analysis
 - Prepare budgets and forecast for CAPEX, OPEX, and Corporate SGA.
 - Provide and lead variance analysis for the senior management team's decision making.
 - Initiate and design various budget performance reports for the senior management team and line managers based on the company's needs.
 - Oversee the preparation of recurring or specific "on-demand" reports to support financial and operational performance analysis
 - Cashflow projection and analysis

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3. Capital asset management

- Project management support from a financial perspective for the whole cycle of the assets life, including the stages of projects or assets under construction (AUCs), fixed assets settlement, depreciation, impairment, and retirement.
- Ensure all the assets are recorded in the correct asset class based on the IFRS.
- Ensure all the assets are recorded with the correct cost center and useful life.
- Initiate and lead the on-site physical count of capital assets based on the IFRS.

4. Production management


- Work with Operations and Production Engineers to develop a mining process flow chart for cost allocation and calculation.
- Initiate and design the production cost structure to calculate the production costs accurately, and best reflect the mining process.
- Production planning, including volume, direct labour, direct material, and manufacturing overhead.
- Standard price cost preparation based on the raw material and activities directly associated with the production process.
- Inventory management, including raw materials, spare parts and finished goods.
- Initial and design the structure of profit centers and costs centers to reflect best the activities under each cash-generating unit (CGU) and department

5. Internal control and ERP system

- Oversee the internal policies, controls and procedure design and implementation, including identifying opportunities to improve controls' effectiveness or efficiency, presenting findings and recommendations, and monitoring responses and remediation.
- Drive the initiatives to continually improve the accounting processes, insert robust control, and streamline and automate processes.
- Ensure the completion of critical projects as assigned, such as ERP System conversion and implementation of changes to accounting standards.

Qualifications and Experience

- Bachelor's degree in commerce, accounting, business or relevant field, or equivalent combination of education and work experience.
- At least 5 years of managerial experience with a minimum of 5 years within audit and/or public company reporting.
- Professional Accounting designation (CPA).
- Excellent understanding of internal control and accounting processes.
- Ability to lead process and systems improvements.
- Construction Projects / Mining or similar industry experience.
- In depths experience with management accounting/cost accounting of mining and fertilizer manufacturing process.
- Excellent accounting software user and administration skills.
- Advanced Excel abilities, including v-lookups and pivot tables, are desired.

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- Exposure to auditing and treasury an advantage
- Demonstrated ability to lead and develop staff

Core Competencies:

- Strong entrepreneurship and demonstrated leadership
- Proven team player skills
- Strong written and verbal communication skills
- Strong organizational, interpersonal, problem solving and analytical skills
- Ability to work independently with minimal supervision
- Strong mentoring, training and coaching to junior colleagues.
- Proficient in Microsoft Office suite and relevant accounting software
- Experience with SAP will be an asset