


| | | |
|--|--|--|
|  | <p><i>Accounting Manager Job Description</i></p> <p>Western Potash Corp.</p> | |
| Issue Date: March 27, 2019 | Revision # 001 | |

Position Title: Senior Accountant
Location: Regina, Saskatchewan
Reports To: President & CEO

General Accountability & Objectives:

- The role is critical in ensuring the company has a sound financial management department and that all the necessary financial processes are in place to reduce risk and optimize profitability.
- The goal is to ensure the overall management of the project finance department and ensure the accurate and timely preparation of the company's accounting records, management accounts and financial statements, to establish and implement sound accounting and financial management control systems so as to manage financial risk for the company.

Major Responsibilities:

Operations Management:

- Manage the activities of the finance department with a specific focus on project and control the direct and indirect taxation functions;
- Analyse budgets, financial information and prepare forecasts for the achievement of strategic objectives;
- Review and upgrade accounting systems where necessary to increase efficiency.

Performance Analysis and Reporting:


- Analyse periodic management information reports on the financial position of the project to enable management to measure the project's performance;
- Prepare periodic and annual accounts and financial statements for presentation to the board to comply with accounting regulations and enable the board to measure the project's performance;
- Identify opportunities for business process improvements within the project scope.

Compliance and Governance:

- Ensure the presentation of accurate accounting and financial information in accordance with strict accounting schedules and timetables;
- Prepare and organise external auditing of the project's financial statements.

Cash And Fixed Asset Management:

- Ensure preparation of cash flow projections;
- Ensure the optimal investment of the company's funds.

| | | |
|--|--|----------------|
|  | <p><i>Accounting Manager Job Description</i></p> <p>Western Potash Corp.</p> | |
| | Issue Date: March 27, 2019 | Revision # 001 |

Financial Administration:

- Prepare and implement audit programmes to ensure the smooth completion of the external audit to pave way for the publication of the company's annual report and financial statements.

Communication:

- Communicates effectively to people internally and externally;
- Build and maintain sound internal team relationships;
- Ensure that project status, issues, and success are communicated to project team, stakeholders, and all levels of management and documented properly.

Qualifications and Experience

- B.S. degree in accounting or finance
- CA Qualification required
- Tax qualification (added advantage)
- 5-7 years financial management experience in a Financial Services environment with a demonstrated track record
- Strong Project Management experience, including risk Management and compliance experience
- Knowledge in law is a plus

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