

## POSITION DESCRIPTION

|                     |                             |                    |              |
|---------------------|-----------------------------|--------------------|--------------|
| <b>Title:</b>       | Chief Finance Officer (CFO) | <b>Location:</b>   | Abu Dhabi    |
| <b>Department:</b>  | Finance                     | <b>Reports to:</b> | CEO          |
| <b>Salary:</b>      | Salary package              | <b>Band:</b>       | 6            |
| <b>Prepared by:</b> | CAO                         | <b>Date:</b>       | January 2012 |

### Overall Purpose:

To provide high level financial and accounting advice, performance analysis, and support to the management and appropriate fiscal/regulatory authorities.

### Roles and Responsibilities

The Chief Finance Officer roles and responsibilities:

1. To lead the design and implementation of the Financial Services model that will provide best practice finance services to National Ambulance Client Contracts.
2. Being a facilitator and champion for cross company co-operation, between the heads of all departments.
3. Providing specific advice and transaction support for major business initiatives, including:
  - Developing business cases to support the evaluation of new initiatives across the company and encourage decision making based on measurable economic benefits versus costs and risks (as required) e.g. advice for decisions concerning starting/modifying/ceasing projects, the way projects are positioned and priced, capital expenditure proposals, cost structures of new groups, proposals to commence new operating units/subsidiaries, and proposals to undertake programs funded by Government funding bodies etc..
  - Assist with the implementation and execution of initiatives.
4. Provide the Board, the CEO and other senior management team with advanced strategic analysis, for example:
  - Analysis of project profitability, including relevant cost analysis.
  - Understanding the profitability of projects, together with their risks and opportunities, and to provide advice on how they can meet financial and sustainability targets.
  - Assessing the relative merits of different resource and financial frameworks within which entities in National Ambulance operate.
  - Benchmarking the performance of projects and departments in order to promote best practice outcomes in financial sustainability
5. Develop budgets and forecasts for National Ambulance and income estimates, while taking into consideration the CEO/Board direction and the company's strategic plan.

6. Provide senior management with entrepreneurial advice on opportunities to expand and diversify their revenue base, and promote strategic cost control and management processes.
7. Ongoing management of National Ambulance financial activities that include:
  - Managing the finances, monitoring financial performance and position on a regular basis. Alert the CEO, D-CEO and senior managers on matters of concern and work with management to resolve these matters in a timely and effective manner.
  - Overview the management of all accounting activities including the delivery of financial services within the National Ambulance Company.
  - Managing relevant accounting policies and procedures, governance for the National Ambulance Company in accordance with GAAP.
8. Review existing strategy, objectives, finance policy and procedures and make recommendations to the CEO for improving and developing financial management practices within the National Ambulance Company. Exercising initiative and judgment, present these recommendations through active participation and contribution in Executive management meetings. Leading and sponsoring improvement projects where required.
9. Effectively manage a team of staff including supporting professional development, performance management and encouraging and implementing effective work practices allowing the Finance staff to contribute towards meeting the company's aims and objectives. Effectively developing and upgrading the human capability and skills of the Finance Team.
10. Any other duties appropriate to this position or as may be required by the CEO.

#### **KPA 1 Client Focus**

- Customer Satisfaction - Delivery of valuable advice in financial matters; Ensuring the delivery of effective service and support to the company's operations
- Support and catalyst for change management initiatives that enhance the company's performance and sustainability
- Building an effective business partnership with peers
- Effective communication of change initiatives

#### **KPA 2 Learning and Innovation (Financial Management)**

- An aptitude for critical thinking in the resolution of complex business problems
- Facilitating the development and implementation of effective business strategies
- Decision Support - Delivering commercially based financial advice
- Performance and Analytical reporting that is commercial and insightful
- Risk Identification and Mitigation

#### **KPA 3 Resource management and quality**

- Effective development of staff capability through the articulation of career paths, and training and development opportunities
- Finance function is efficient relative to its peer group
- Development and implementation of best practice policies and procedures

#### **KPA 4 Teamwork and leadership**

- Effective contribution to the company's Financial Management
- Promoting opportunities for teamwork and a culture of continuous improvement

#### **Equal Employment Opportunity and Affirmative Action**

Equal employment opportunity is National Ambulance Company policy. As a senior manager, the occupant of this position should show a demonstrated understanding of, and commitment to, the implementation and further development of EEO/AA policies and principles.

Approve the reportee's time cards by the end of every month

#### **QHSE:**

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.
- Identify and appoint reporting staff for QHSE investigations
- Demonstrate viable and active leadership that engages Employees to practice QHSE applications

#### **Professional and Academic Expertise**

- Relevant qualification in Finance
- Preferably holder of CA or CPA
- Fluent English and Arabic
- Experience leading the Finance function of a complex organisation, likely to be at a Divisional Board level or similar
- Demonstrated ability to analyze, interpret and integrate complex data and provide strategic direction and analysis to senior management
- Significant change management experience, and able to manage multiple stakeholders
- A track record of demonstrating innovative and versatile problem solving
- Experience using a reputable FMIS for medium sized companies
- Demonstrated ability to work effectively as part of senior management teams
- Self-motivated and able to take initiative and responsibility for outcomes
- Demonstrated relationship management skills
- Ability to develop and implement best practice procedures and policies using own body of knowledge and experience
- Ability to initiate and implement change and continuous improvement
- Good Analytical skills
- Good Commercial business acumen
- Highly developed written and verbal communication, inter-personal and negotiation skills

## Change Brief

| Version No. | Date          | Changes                                                                                                                                  |
|-------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 1           | Jan 2012      | New Document                                                                                                                             |
| 2           | August 2012   | Include QHSE/ Add control ID on page/remove address/update change brief<br>NACPD05                                                       |
| 3           | August 2012   | Include QHSE/ /remove address/update change brief                                                                                        |
| 4           | October 2014  | Update Template                                                                                                                          |
| 5           | October 2016  | Update position band                                                                                                                     |
| 6           | July 2019     | Due to review, no changes                                                                                                                |
| 7           | November 2019 | Updated roles and responsibilities ( added "Approve the reportees time card by the end of every month")<br><br>Removal of 'Company" word |

Review & Approval:

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(Chief Administrative Officer)

