

## Job Description

	<b><u>Chief Financial Officer (CFO)</u></b>
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### Part-I Position Details

<b>Level / Pay Scale</b>	C-level / SEP-II	<b>Department &amp; Location</b>	Finance / HO Sukkur
<b>Reports to</b>	CEO	<b>Supervises</b>	Finance Director

### Purpose

The Chief Financial Officer (CFO) is a key member of the executive leadership team responsible for overseeing all financial activities and functions of the organization. The CFO provides strategic financial leadership, planning, and analysis to support the achievement of the company's goals and objectives. CFO will manage financial risks, optimize financial performance, and ensure compliance with regulatory requirements and accounting standards.

### Responsibilities

- Develop and implement financial strategies, plans, and budgets aligned with the organization's goals and objectives.
- Conduct financial analysis, forecasting, and modeling to assess business performance, identify trends, and support decision-making.
- Oversee financial reporting processes, including the preparation of financial statements, regulatory filings, and management reports.
- Ensure compliance with accounting standards, regulatory requirements, and internal controls.
- Manage cash flow, liquidity, and working capital to support operational needs and financial stability.
- Develop and implement cash management strategies, including cash forecasting, investment management, and debt financing.
- Identify, assess, and manage financial risks, including market risk, credit risk, and operational risk.
- Implement risk management strategies and controls to mitigate exposure to financial risks.
- Evaluate capital investment opportunities, mergers and acquisitions, and other strategic initiatives to maximize shareholder value.
- Develop capital allocation strategies, including dividend policies, share buybacks, and capital structure optimization.
- Develop tax planning strategies to optimize tax efficiency and minimize tax liabilities.

- Ensure compliance with tax laws, regulations, and reporting requirements.
- Oversee financial operations, accounting systems, and internal controls to ensure accuracy, integrity, and efficiency.
- Implement financial systems, processes, and controls to streamline operations and improve productivity.
- Serve as the primary liaison with investors, analysts, and financial stakeholders.
- Communicate financial performance, strategies, and outlook to shareholders and the investment community.
- Coordinate external audits, reviews, and compliance assessments with external auditors and regulatory agencies.
- Ensure timely resolution of audit findings and implementation of corrective actions and outline audit mechanism and plan (internal and external audit);
- Advises Board Audit Committee on audit gaps; Ensures redressal and intervenes for elimination of issues highlighted by Audit.
- Collaborates with Company Secretary to finalize board pack for Board meetings; Sets agenda points for board meetings, briefs board on financial performance for right key decisions.
- Assist as financial advisor to CEO and other department heads in all policy matters relating to finance and financial matter.

### **Key Performance Indicators**

- Completion of all assigned targets in the specified time.
- Developing and retaining people.
- Compliance to all financial rules and regulations.
- Leading a safe working environment.
- Ensures compliance with plans considering limitations across SEPCO.

### **Knowledge & Skills**

- Leadership
- Vision and Strategic Thinking, Planning and Organizing
- Communication
- Relationship Management
- Knowledge of latest Accounting and Auditing Standards including IFRS, GAAP
- Knowledge of Enterprise Risk Management (ERM)
- Knowledge of pertinent statutory requirements including Companies Ordinance and Taxation Laws
- Knowledge of industry best practices in financial management
- Knowledge of effective crisis management
- Knowledge of staff development practices