



## Job Description

### Vice President, Finance & Administration

Revision: July 3, 2008

#### PURPOSE / ACCOUNTABILITY

Reporting to the CEO, the Vice President, Finance and Administration is responsible for directing the financial, treasury, accounting, and administrative affairs of Helix Wind Inc.

#### PRIMARY RESPONSIBILITIES

##### **1. Financial and Administrative Stewardship:**

- Provide financial advice and support to senior management and the Board of Directors - interact regularly with the CEO and President, the senior management and Board of Directors
- Develop and maintain external financial relationships including bankers, auditors, credit rating agencies, investment houses and other financial advisors
- Lead the development of and ensure compliance with appropriate controls, policies, procedures, and governance principles and practices for financial management and administration functions of the company
- Oversee, supervise and mentor administrative and office management personnel; establish high quality administrative infrastructure for Helix
- Keep abreast of the business and economic climate in which Helix operates; prepare the company to meet the challenges of a changing business environment as it relates to its financial obligations

##### **2. Financial Reporting & Taxation:**

- Oversee the preparing, producing and then reviewing of financial information for the company's reports to senior management and Board of Directors, shareholders and other outside stakeholders; ensuring the accuracy, interpretation and presentation of all financial reports and statements of the company
- Financial interpretation and analysis of financial reports. Track actual income & expenses against budget and provide regular reports to senior management and the Board detailing the causes for the variance
- Ensure that all financial reports comply with GAAP and any other applicable requirements
- Lead process with Board to engage external auditors
- Liaise with the company's external auditors for annual auditing requirements, negotiating the annual audit fee
- Address all management issues raised by the external auditors, and report and advise thereon to management and the Board of Directors
- Work closely with external advisors/auditors in the development of tax strategies and minimization of tax
- Preparation and submission of annual tax and other applicable tax returns.



### **3. Treasury function:**

- Develop the treasury management function, including all policies and procedures
- Provide leadership in the determination of optimal financing arrangements and structures
- Develop and ensure compliance with Helix's cash management, investment and borrowing policies
- Develop and maintain robust cash forecasting models to meet the company's financial and strategic needs
- Develop and implement cash management, banking, accounting, and financial reporting services relating to all Helix's financing transactions
- Develop maintain and apply corporate dividend policy if applicable

### DIRECT REPORTS

- Senior Accountants and/ or Controller
- Receptionist
- [Other]

### KNOWLEDGE, SKILLS & EXPERIENCE

- Professional designation (CPA, CFA)
- A minimum of 10 years of increasingly more senior financial experience
- Excellent knowledge of all aspects banking, cash management
- First-hand experience with negotiating and establishing financing arrangements
- Demonstrated experience with managing investor relations
- Familiarity with reporting, filing and compliance requirements of securities commissions and regulatory bodies
- First hand knowledge of corporate insurance programs and structures
- Strong verbal and written communication skills
- Dynamic, enthusiastic team player, adapts well to change
- Innovative problem-solving abilities; motivated to achieve continuous improvement
- Able to interact effectively with personnel at all levels of the organization
- Able to lead and inspire others to achieve operational goals