

**Title: Project Finance Manager**

**Term: Permanent, Full-Time**

**Location: Coquitlam, BC**

**Date Posted: October 2, 2017**

**Closing Date: Open Until Filled**

### **ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

### **SUMMARY**

The Project Finance Manager will be an integral part of the Transmission and Distribution projects and is responsible for delivering financial performance and operational finance support. The role has mandate for P&L and balance sheet/working capital items relating to the projects. The Project Finance Manager will work as part of the Project team as well as with other Project Finance Professionals and FP&A staff throughout the organization. As part of the broader Finance team, you will be performing in accordance with Rokstad values as well as the Finance Charter which focuses on impact through driving accountability, improved communication, bringing value-added perspective and actively driving problem solving.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- The Project Finance Manager reports to the Executive Vice President & Chief Financial Officer and is responsible for Financial management of the projects from initiation to wind-up;
- Ensure appropriate setup of projects, including development of budget structure (opex/capex) tailored to the project with a strong understanding of the project contract;
- Interface with commercial managers on variations to project and ensure that they are appropriately captured in project forecasts as well as monitor profess of change orders from identification through collection;
- Develop and maintain forecasts for opex/capex item by project set up as well as monthly;
- Work with commercial and Project teams to formulate and/or validate the cost to complete on projects as part of the forecasting process;
- Ensure appropriate cost controls are in place relating to opex and capex items including items that are appropriately coded and approved, and validation of spend against budget and forecast;
- Closely manage project costs through review of project Purchase Orders, Invoices, and weekly project reporting;
- Prepare, review and analyze project accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards;
- Responsible for the successful completion of month end reporting including necessary adjusting of entries and production of project financial statements;
- Participate in Month End close meetings with CFO and ensure appropriate review of project results for the month;
- Analyze project level data and produce reporting that captures key items and provide recommendation and guidance to Project Management after month end is complete;

- Ensure action items from the Project Reviews are implemented as per targeted date;
- Prepare for and participate in Monthly Business Unit Reviews (BURs) with the Executive Leadership team;
- Formulate and manage project cash flow forecasts as well as oversee the creation, submission, and collection of invoices;
- Review and ensure working capital (AR, WIP, AP, Accruals) is optimized on the project to ensure positive cash flow on projects;
- Interface with Financial Transaction Services Teams in AR, AP, Payroll
- Operate with continuous improvement mindset reviewing processes/practices and implements;
- Work closely with the Financial Planning & Analysis team to identify trends, items requiring attention from data and take actions;
- Collaborate with peers and direct reports – with focus in the development of staff;
- Perform other related duties as required.

**JOB REQUIREMENTS**

- Excellent communication skills (both written and verbal);
- Strong interpersonal skills required to facilitate and build effective relationships;
- Ability to collaborate effectively with project teams and drive financial results;
- Inquisitive, not afraid to ask questions and investigate alternative solutions;
- Excellent analytical skills, attention to detail, and be able to work through large volumes of data to deliver insights;
- Solution oriented and able to review problems as opportunities for improvement and drive sustainable changes;
- Collaborative and able to work with broader finance team to synergize and improve overall performance;
- Must be proactive and take initiative;
- Advanced knowledge of Microsoft Excel required;
- Experience with Explorer Contractor/Eclipse software or similar ERP;
- Ability to plan and manage multiple tasks;
- Requires the flexibility to work extended hours;
- Ability to travel and work from project sites for extended time periods.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Bachelor's degree in Accounting or Finance or a combination of related experience and education;
- CPA designation or in the final stages of completion;
- Minimum five (5) years of progressive Finance and Accounting experience;
- Work in a Construction or Project related environments will be considered an asset.

**CORPORATE COMPLIANCE RESPONSIBILITIES**

**We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."

- Focus on what is “important” as opposed to “urgent” – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

### **We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

### **We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

### **We take pride in what we do – how we show up is important.**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

### **We stand among the very best – doing it right makes our reputation even stronger.**

- Act in Rokstad’s best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day’s work for an honest day’s pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

### **We respect our position in the broader community – act in accordance with our culture and values.**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

## COMPENSATION

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

## ROKSTAD POWER

**ROKSTAD**

A Carillion company

Local delivery. Global expertise.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.