POSITION DESCRIPTION

Position: **Senior Financial Accountant**
Location: **45 Hebron Way, St. John's**
Date: **September 2026**

JOB SUMMARY AND GENERAL ACCOUNTABILITY

The Senior Financial Accountant is a key member of the Finance & Commercial team and is responsible for accounting, financial analysis, budgeting, forecasting, reporting, and commercial support activities for OilCo's offshore oil and gas interests.

Reporting to the Director, Finance & Commercial, the Senior Financial Accountant provides financial expertise and support for joint venture operations, revenue accounting, financial reporting, and business planning. The position works closely with internal and external stakeholders to support business operations for OilCo.

The Senior Financial Accountant ensures that OilCo's revenues, expenditures, joint venture transactions, and other financial activities are accurately recorded, analyzed, reconciled, and reported in accordance with applicable accounting standards, agreements, regulatory requirements, and corporate policies.

KEY AND PERIODIC DUTIES AND RESPONSIBILITIES

Key Responsibilities

- **Accounting Operations and Financial Management:**
    - Maintain responsibility for the accounting and financial administration of OilCo and its related activities.
    - Prepare and process accounting transactions and ensure the accuracy of financial records.
    - Maintain and reconcile general ledger accounts and investigate discrepancies.
    - Monitor and track operating and capital expenditures and identify significant variances.
    - Review and analyze Joint Interest Billings (JIBs), cash calls, and other operator-provided financial information for reasonableness and compliance with contractual agreements.
    - Coordinate with joint venture operators and partners to resolve accounting issues and discrepancies.
    - Ensure timely settlement and reconciliation of accounts payable, accounts receivable, and partner balances.
    - Maintain supporting documentation and financial records in accordance with corporate policies and audit requirements.
    - Manage revenue accounting activities, including revenue reconciliations, accruals, reporting, and investigation of variances and discrepancies.

- **Financial Operations and Procurement:**
    - Support day-to-day financial operations, including invoicing, billing, purchase card administration, and payment processing.
    - Assist with accounts payable and accounts receivable activities and related reconciliations.
    - Ensure financial transactions comply with corporate policies, procurement requirements, and applicable legislation.
    - Support taxation-related activities, including the preparation, review, and filing of applicable tax returns and remittances.

- **Financial Reporting and Technical Accounting**
    - Assist in the preparation of internal and external financial reports, presentations, financial statements, and briefing materials for management, the Board of Directors, NL Hydro, and other stakeholders.
    - Support requests for financial information from internal and external stakeholders.
    - Coordinate and support monthly, quarterly, and annual financial close activities.
    - Prepare journal entries, accruals, account reconciliations, and supporting working papers.
    - Ensure accuracy, completeness, and integrity of financial information and related reporting deliverables.
    - Prepare quarterly and annual financial statements, disclosures, and supporting schedules in accordance with IFRS and applicable corporate reporting requirements.
    - Support internal and external audit activities and respond to audit inquiries as required.
    - Research, interpret, and apply applicable accounting standards and reporting requirements.
    - Assess accounting implications associated with new transactions, agreements, and commercial arrangements.
    - Prepare accounting position papers and recommendations for management where required.
    - Monitor emerging accounting standards and assess impacts on OilCo reporting practices.

- **Budgeting, Forecasting, and Financial Analysis**
    - Assist in evaluating commercial, financial, and operational matters associated with oil and gas assets.
    - Lead the preparation of annual budgets and periodic forecasts related to revenues, operating expenditures, and capital expenditures.
    - Work collaboratively with management, joint venture operators, NL Hydro, and other stakeholders during planning cycles.
    - Analyze financial and operational performance, prepare variance analyses, investigate significant deviations from plans, and provide recommendations to management.
    - Develop financial models and economic analyses to support operational, commercial, and strategic decision-making.

Knowledge

- **General and Specific Knowledge:**
    - Thorough knowledge of financial accounting principles and practices.
    - Knowledge of International Financial Reporting Standards (IFRS).
    - Knowledge of budgeting, forecasting, financial reporting, and variance analysis.
    - Understanding of oil and gas accounting concepts including joint venture accounting, production accounting, revenue accounting, and capital project accounting.
    - Knowledge of financial controls, audit requirements, and corporate governance practices.
    - Strong financial modeling and analytical capabilities.
    - Advanced knowledge of Microsoft Excel and financial reporting tools.
    - Knowledge of enterprise accounting systems such as JD Edwards (JDE), Clarity, and related financial applications is considered an asset.

- **Education:**
  - Minimum: Undergraduate degree in Business Administration, Commerce, Accounting, Finance, or a related field.
  - Professional Accounting Designation required; equivalent combinations of education and experience may be considered where the candidate demonstrates significant directly related experience and/or is actively pursuing designation requirements.

- **Years of Experience:**
  - Three to five years of progressively responsible accounting or financial analysis experience.
  - Experience with budgeting, forecasting, financial reporting, and financial statement preparation.
  - Experience with Public Sector Accounting Standards (PSAS) and International Financial Reporting Standards (IFRS) is considered an asset.
  - Experience with financial modeling, oil and gas accounting, joint venture accounting, and commercial arrangements is considered an asset.

- **Competencies:**
  - Strong problem-solving and critical-thinking abilities.
  - Attention to detail and accuracy.
  - Ability to manage competing priorities and deadlines.
  - Strong written and verbal communication skills.
  - Ability to work independently and collaboratively within cross-functional teams.