

1 **Q. Further to CA-NP-150, what is the job description of:**

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3 (a) **Director Financial Reporting & Treasury**

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5 (b) **Treasurer**

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7 (c) **Director Environment**

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9 A. (a) Attachment A contains the job description for the Director, Financial Reporting &
10 Treasury.

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12 (b) Attachment B contains the job description for the Treasurer.

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14 (c) Attachment C contains the job description for the Director, Environment.

Job Description for Director, Financial Reporting & Treasury

Director Financial Reporting & Treasury

The key responsibilities of the Director Financial Reporting & Treasury include:

- Directing the financial accounting activities of the Company, including the preparation of timely, accurate financial statements and reports, their analysis and interpretation, and satisfying the financial information requirements of senior management, shareholders, the Public Utilities Board and external auditors.
- Developing or overseeing the development of analytical tools and modeling techniques to provide senior management with advice in a wide variety of complex financial situations, including, lease-buy decisions, etc.
- Directing the Company's accounts payable function.
- Responsible for financial accounting research and making recommendations to senior management with respect to accounting policy choices and changes.
- Responsible for ensuring that the company financial reporting is in compliance with the Canadian GAAP (Generally Accepted Accounting Principles).
- Working closely with the Director, Internal Audit to ensure the organization's management, and any external parties, are provided with accurate and appropriate financial information.

Challenges:

The incumbent must provide a wide variety of financial information in a timely and accurate manner. Interpreting results involves consideration of numerous factors and requires the incumbent to be highly analytical while exercising sound judgment.

Controls and Freedoms to Act:

The incumbent works independently, receiving guidance from the Manager.

Job Description for Treasurer

Treasurer

The key responsibilities of the Treasurer include:

- Providing professional opinions on financial, accounting and taxation issues as they arise in the Company.
- Participating in the development of Company policy, and ensuring that the Finance & Treasury policy and procedures are appropriately documented.
- Reviews the Company's capital structure, keeping abreast of available financing instruments and options, and determines optimum financing strategies for the Company.
- Ensuring that proper financial records and procedures are maintained.
- Reviewing and analyzing high level corporate financial data with a view to providing appropriate input for senior management decisions.
- Overseeing the corporate forecasting, budgeting, modeling and reporting functions with a view to maximizing the reliability and usefulness of financial information for senior management.
- Monitoring the corporate information systems in the Finance department.
- Participates as a member of the Regulatory team, assisting with regulatory proceedings.
- Being assured that the financial resources of the organization meet its present and future needs.
- Advising on the financial implications of the organization's strategic plans.
- Monitoring the organization's investment activity and ensuring its consistency with the organization's policies and legal responsibilities.
- Ensuring the organization's compliance with legislation.

Challenges:

- The incumbent must provide a wide variety of financial information in a timely and accurate manner. Interpreting results involves consideration of numerous factors and requires the incumbent to be highly analytical while exercising sound judgment.

Controls and Freedoms to Act:

- The incumbent works independently, receiving guidance from the Executive.

Job Description for Director, Environment

Director Environment

The key responsibilities of the Director Environment include:

- Ensuring that Newfoundland Power's Environmental Management System is established, implemented and maintained in accordance with the requirements of the ISO 14001 International Standard. This International Standard specifies requirements for an environmental management system to enable an organization to develop and implement a policy and objectives which take into account legal requirements and other requirements to which the organization subscribes, and information about significant environmental aspects.
- Responsible for overseeing Audits for the ISO 14001 International Standard. The ISO 14001 standard consists of seventeen elements that must be established, implemented and maintained.
- Responsible for the ongoing monitoring of Legal and industry practices – revisions made to operating procedures and training as required.
- Ensuring environmental incidents are responded to in a prompt and efficient manner.
- Ensuring information on environmental incidents is properly recorded and reported as required, both internally and to external regulatory environmental agencies.
- Ensuring various reports are prepared on environmental matters for Senior Management, Board of Directors, Environmental Regulators, Canadian Electricity Association, etc.
- Providing environmental requirements which have to be included in a wide range of contracts.
- Ensuring environmental programs are put in place which reflects the Company's commitment to *Prevention of Pollution, Meeting Legal and Other requirements*, and *Continual Improvement* in accordance with the requirements of ISO 14001 standard.

Challenges:

The incumbent must oversee the Environmental Management System, ensuring it is maintained in accordance with the requirements of the ISO 14001 standard. This will involve reporting to management and Executive in a timely and accurate manner. The incumbent also acts as a resource person to others in the Company on environmental matters.

Controls and Freedoms to Act:

The incumbent works independently, receiving guidance from the Manager.