

Term of Reference

I. Job Information	
Company:	“Uzbek geological exploration” JSC
Type:	Full Time
Job Title:	Chief Financial Officer
Duration of the assignment:	3 years with possible extension
Duty station:	Tashkent, Uzbekistan
Reports to:	Board of Directors/CEO
II. Background	
<p>The main objective of the “Uzbek geological exploration” JSC is to accelerate the transformation, improving the service provision, reducing costs and determining the steps in the establishment of a geological engineering services based on international experience of the Companies in mining sector via creating an attractive investment environment in mining sector of the Republic of Uzbekistan.</p> <p>“Uzbek geological exploration” JSC aims to implement the following priorities with the involvement of international experts with an advanced international experience in the implementation of the next phase of reforms in the geological sector:</p> <ul style="list-style-type: none">• introduction of modern technologies, reduction of production and other related costs through the digitization of the industry;• digitization of all processes (production, finance, reserves and management, accounting, billing, engineering) at the Company on the basis of a single approach, full introduction of the system of preparation of financial statements on the basis of international standards;• to continue the work on modernization of the Company, to attract investment at the expense of private capital instead of state guarantees;• localization of production of spare parts required for repair and reconstruction, organization of services for repair and maintenance of modern equipment and digging and mining machinery, electronics and automation, software improvement;• analyze the market and the list of potential partners in the field of mining and geological engineering• formation of a modern regulatory framework in the field through the stages of reforms to be implemented for the transition to a competitive geological services and the development of the necessary legal documents and regulations; <p>Under the direct supervision of the Board of Directors/CEO, the Chief Financial Officer will be responsible for development of the cost benefit analysis and financial sustainability and action plan, which will serve as organization`s financial planning, accounting practices, taxation matters, treasury functions and smooth implementation of the system of preparation of financial statements on the basis of international standards. Informs shareholders of financial performance and position of the company. Liaise with various stakeholders, including Company auditors, Tax Agents and Consultants.</p>	

III. Functions / Key Outputs Expected

Under the direct coordination of the Board of Directors/CEO, an incumbent will be responsible for the following:

- ✓ Financial planning as well as analyzing the company financial strengths and weaknesses and proposing corrective actions;
- ✓ Manages the finance and accounting divisions and ensuring that company financial reports are accurate and completed in a timely manner;
- ✓ Implementation of monthly forecasting, budgeting, cost-benefit analysis and next 5 years financial planning;
- ✓ Develops and tracks business critical KPIs while providing sound guidance to the business with regards to compliance;
- ✓ Implementation of sound internal controls across the organization and providing financial confidence to the owner;
- ✓ Responsible for running weekly forecast meetings with teams and managers as well as providing financial guidance;
- ✓ Directs and implement policies in line with International Financial Reporting Standards, Audit Standards, VAT laws and Risk Management Frameworks;
- ✓ Directs activities of treasury department and active management of company's funds position and management of exchange rate risks;
- ✓ Appraises organization financial position and issues monthly reports on organization's financial stability, liquidity and growth;
- ✓ Oversees and coordinates for finalization of Annual Audit Report on timely manner;
- ✓ Oversees the activities of accounts and treasury department staff;
- ✓ Directs and analyses studies of general economic, business and financial conditions and their impact on the organization's policies and operations;
- ✓ Monitors balance for all GL accounts and provides timely feedback and updates;
- ✓ Devises departmental policies for proper and timely recording of transactions and record keeping;
- ✓ Supervise staff and provide relevant KPI and hold weekly performance review meetings;
- ✓ Sound knowledge in review of accounting systems and system enhancement;
- ✓ Understanding of logistic operations, Import and Export transactions;
- ✓ Understanding of Inventory Management best practices and implementation of proper inventory re-order level and Material Requirement Planning.

IV. Deliverables / Timeframe

The following deliverables and indicative schedule are expected from the Chief Financial Officer. Exact dates of beginning and completion stages as well as scope of works for each phase can be corrected by Board of Directors/CEO based on reasonable justification by the Chief Financial Officer. "Uzbek geological exploration" JSC reserves the right, if necessary, to amend the terms of reference of the Chief Financial Officer through a written agreement. The final schedule will be agreed in the beginning of the assignment. All

deliverables should be submitted to the “Uzbek geological exploration” JSC by the incumbent in English.

Prior to approval of the final Financial Analysis Report, a draft version shall be circulated for comments to Board of Directors and potential counterparts. All comments and suggestions (if any) shall be addressed and the Financial Analysis Report will be considered as the deliverable as soon it is accepted by Board of Directors/CEO.

Deliverables	Timeframe	Payment structure
Quarterly report on objectives accomplished	Quarterly	Monthly remuneration
Final Financial Analysis and annexes submitted to and accepted by the Board of Directors/CEO.	Annually	Monthly remuneration

V. Payment conditions

This is a lump sum contract that should include costs of monthly remuneration and health insurance. Accommodation and meal (DSA or per diems in Tashkent) to produce the above deliverables. Payment will be released in monthly installments upon timely submissions of the above mentioned respective deliverables and their acceptance by the Board of Directors/CEO.

VI. Qualifications Requirements

Education:	<ul style="list-style-type: none"> • Postgraduate (Master’s) degree in finance, economics, accounting, management, or other closely related field.
Professional Certification (desirable)	<ul style="list-style-type: none"> • CPA, ACCA, CA, etc.
Work experience:	<ul style="list-style-type: none"> • At least 10 years of relevant work experience in developing and developed countries in managerial or supervisory roles with focus on financial management and geological engineering services, budgeting, designing of financial analysis and appraisal techniques, public administration and related initiatives. • Experience working on IFRS standards or GAAP (or any other GAAP), (International standards in auditing (ISA), VAT Laws, etc.). • Experience working with and delivering support to Governments. • Experience working in geological engineering companies is advantage. • Experience working in capacity building for ERP system (Preferable SAP B1), IFRS standards and billing.
Languages:	Fluency in written and spoken English (IELTS, TOEFL or National CEFR is also approved) is essential. Working knowledge of Russian or Uzbek is an advantage.

Other:	<ul style="list-style-type: none"> • Ability to work in close collaboration with a group of national and international staff, to meet strict deadlines and plan the work according to priorities; • Excellent written communication and presentation/public speaking skills, focus on results, ability to interact productively in a teamwork environment; • Initiative, good analytical skills, ability to work under tight schedule while respecting deadlines achievement, ethics and honesty; • Good ability to use information and communication technologies as tools and resources.
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“Uzbek geological exploration” JSC is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. “Uzbek geological exploration” JSC Gender Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

VII. Signatures - Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Board of Directors/CEO		
Name / Title	Signature	Date

You can send your additional information and resume by e-mail: Dkarimova@mf.uz