# WESTERN ENERGY SERVICES CORP. POSITION DESCRIPTION FOR THE SENIOR VICE PRESIDENT FINANCE AND CHIEF FINANCIAL OFFICER

#### **FUNCTION:**

The Senior Vice President Finance and Chief Financial Officer ("CFO") reports directly to the President and Chief Executive Officer ("CEO") and assists the CEO on all strategic and tactical matters as they relate to the growth of the organization, budget management, cost benefit analysis, forecasting needs and the securing of new funding of Western Energy Services Corp. (the "Company").

The CFO will be appointed as an officer and will serve and be accountable to, and be removed at the pleasure of, the Board of Directors of the Company.

#### **SPECIFIC RESPONSIBILITIES:**

The incumbent's responsibilities can be grouped under three main classifications: (1) strategic planning; (2) finance and control; and (3) Leadership and Investor Relations.

# **Strategic Planning**

- 1. In concert with the other members of the senior executive team help define the strategic growth plan of the Company:
- 2. Work with the CEO in defining the Company's goals, objectives and strategic plan;
- 3. Work with the CEO in identifying potential merger and acquisition targets and negotiations thereon;
- 4. Develop and maintain annual and updated budgets and forecasts for approval by the Board.

#### **Finance and Control**

- 1. with respect to internal and external financial reporting:
  - a. Provide accurate and timely monthly management financial statements;
  - b. Provide accurate and timely external quarterly and annual reports;
  - c. Analyze financial statements including variance analysis and communicate recommendations;
  - d. Oversee the design and implementation of effective internal controls and systems to safeguard the Company's assets; and
  - e. Work with the Audit Committee of the Board to achieve a level of assurance necessary to discharge their duties.
- 2. with respect to budgeting and forecasting:
  - In conjunction with the leadership team, establish annual goal-setting and ensure budgets are fully disseminated;
  - b. Manage the monthly and quarterly budget review process, with a focus on corrective actions;
  - Manage the quarterly forecasting process; and
  - d. Manage a detailed capital expenditure review process with appropriate controls.
- 3. with respect to Treasury and Financing:
  - a. In conjunction with the development of budgets, forecasts and acquisition reviews propose alternative financing methods to the Board;
  - Manage relationships with the Company's banking syndicate, negotiate and maintain the Company's credit agreements and debt facilities;
  - c. Manage and control the Company's day-to-day liquidity utilizing effective cash flow forecasting and cash position monitoring, integrated with borrowing and investing programs; and
  - d. Control the opening of bank accounts and lines of credit and authority levels thereon.

## 4. with respect to Taxation:

- a. Manage all Corporate tax compliance and ensure completed accurately and timely;
- Manage all tax accounting, monthly, quarterly and annual reporting of deferred and current tax liabilities;
- c. Manage and review all tax planning initiatives and assess the benefits of each initiative from both a legal entity and corporate group perspective; and
- d. Communication of all tax matters to the executive leadership team and the Board.

#### 5. with respect to Risk Management:

- a. Work with the CEO and the Board to develop and maintain corporate governance policies which reflect high ethical standards;
- b. Coordinate and optimize risk management functions and activities (insurance, FX and interest rate hedging, etc.); and
- c. Work with the CEO to ensure the Company is fully compliant with health, safety and environmental regulations, and all pertinent legislative and business laws and practices.

## 6. with respect to Compliance, ensure that the Company is in compliance with:

- a. applicable laws and regulations (including but not limited to securities laws and regulations) in all jurisdictions where the Company carries on business;
- b. applicable stock exchange requirements; and
- c. governance requirements adopted by the Company.

which foregoing compliance shall include the timely and accurate filings with all governmental and regulatory authorities as required.

# **Leadership and Investor Relations**

- 1. with respect to Leadership:
  - a. Collaborate with the CEO;
  - b. Provide functional leadership to the IT team as information systems are evaluated/new systems contemplated/installed; and
  - c. assist the CEO in his role as spokesperson for the Company overseeing interactions between the Company, the public, investors, regulators and the media.

#### 2. with respect to Investor Relations;

- a Work with the CEO to expand coverage by retail and institutional analysts;
- b. Establish and maintain the highest levels of credibility with the investment community. Play a lead role in the development of a corporate reputation of clear, transparent communication and adherence to regulatory parameters; and
- c. Effectively and appropriately support marketing/business development activities as the senior financial representative of the Company.

Approved by the Board of Directors December 5, 2013 Ratified by the Board of Directors December 4, 2014 Ratified by the Board of Directors December 2, 2015 Ratified by the Board of Directors December 20, 2016 Ratified by the Board of Directors December 6, 2017