

BUSINESS OVERVIEW

North West Redwater Partnership is a joint venture between North West Upgrading Inc. and Canadian Natural Resources Limited, with each company owning 50% stake in the Partnership. The Partnership is building and will operate a world class bitumen refinery in Alberta's Industrial Heartland, which will add significant value to bitumen resources in a responsible and sustainable manner. It's a vision shared by the Alberta Government, which has its own goal is to position the province as a global energy leader, an energy technology champion and a solid, global environmental citizen.

THE ROLE

Reporting to the Director - Finance, the Treasury Analyst is accountable for the efficient and effective management of NWR's cash needs, investment and debt portfolio, as well as all covenant adherence and Investor Relations activities. This includes the responsibility for performing activities related to cash management, liquidity management and banking services. Focusing on ensuring the cash forecasting is performed in an accurate fashion, cash balances are prudently deployed and borrowing costs are minimized. Responsibilities related to banking services include supporting internal operations to mitigate disruptions to day-to-day activities. The Analyst also stewards the credit function ensuring credit reviews are completed on a timely basis and that the credit function runs efficiently.

KEY ACCOUNTABILITIES

Responsibilities:

- **Cash Management:** Lead and steward the day to day cash requirements, as well as preparation of cash flow forecasts as required, and corresponding Debt issuance needs. Cash Management will also include liaison and interaction with the various Trustees that are involved in NWR cash movements. Evaluate and initiate appropriate transactions related to day to day liquidity needs, short-term investments, deal settlements, and payment processing;
- **Debt Issuances:** Active involvement and coordination in all borrowings under the Syndicated Credit Facility, Operating Line and Commercial Paper Program (if applicable). This includes management of repayment of Bond maturities, as well as associated coupon payments;
- **Analysis:** Involved in determining optimal borrowing tenors and amounts on short terms needs, as well as optimal investments (as required). There are a number of other analysis that are regularly completed including liaising with financial institutions to review those and other financial performance metrics, lease vs buy analysis, negative carry analysis, and other financial and ad hoc analysis. These all include providing appropriate financial analysis and recommendations;
- **Relationships:** Regular liaison with various financial institutions within the Syndicated Credit Facility (currently 16 including Canada, US and International Banks), Bond Investors, Rating Agencies, etc...;
- **Foreign Exchange Management:** Execute foreign exchange trades, settlement, mark-to-mark calculations (as required) and associated reporting in conjunction with the NWR Accounting group;
- **Treasury Accounting:** Oversee the appropriate recording of cash, debt, and treasury transactions including reviewing journal entries, accounts receivable information, cash/bank reconciliations and miscellaneous fee reporting. Also assists in the preparation/review of the financial statements and management discussion & analysis;
- **Management Reporting:** Preparation and presentation of various management reports and presentations including the NWR Finance Committee Monthly update, weekly Cash and Debt positions report, etc... ;
- **Market Analysis and Reporting:** Liaise with the various financial institutions and other entities to get regular updates on macro, economic, market, etc., trends to ensure a solid overview of trends and events that may impact the markets and products that NWR deals in.
- **Covenant Management:** Ensuring NWR remains in compliance with all Senior Secured Lender Covenants (Bond and Bank), including but not limited to Bond coupon payments, reporting requirements, etc...;
- **Credit:** Steward the Credit function working with Marketing Accounting and Marketing to ensure Credit Reviews on Counterparties are completed as necessary, and that recommendations are brought forward for approval in accordance with the NWR Credit Policy. Regular reviews of the Credit portfolio will also be completed ensuring adherence to Credit Limits, up to date payment of invoices, and any Security requirements
- Other responsibilities as assigned.

QUALIFICATIONS

- Understands creates and maintains a visible commitment to process and personal safety, as well as the safety of others; adheres to NWR's Core Competencies to drive results and culture.
- Bachelor Degree or equivalent with financial certification such as a CFA or CPA (CA, CMA, CGA);
- Minimum of 10 years in Treasury and/or Accounting experience, and must include a sound understanding and knowledge of Treasury functions and tasks;
- Good working knowledge of banking, treasury and accounting concepts, strong analytical skills in interpreting financial markets data;
- Familiarity with Canadian and US banking systems considered an asset;
- Experience working in a multi divisional complex organization considered an asset;
- Ability to identify, investigate and resolve problems;
- Able to seek out and enthusiastically implement process improvements;
- Strong excel and power point skills considered an asset;
- Exceptional diligence and thoroughness with a strong attention to detail, extremely well organized and able to effectively manage workload, time and priorities;
- Must utilize excellent communication and interpersonal skills to ensure:
 - the project builds and retains a culture of open sharing of both positive and negative information,
 - Colleagues and managers "feel helped" when an intervention is necessary.

WHAT MAKES US ATTRACTIVE

NWR Employees are highly valued, and their contributions are rewarded with:

- **EXCELLENT COMPENSATION AND BENEFITS;**
- **ATTRACTIVE SHORT AND LONG TERM INCENTIVES;**
- **GROUP SAVINGS PROGRAM;**
- **EXTENDED HEALTH AND WELLNESS BENEFITS INCLUDING HEALTH SPENDING ACCOUNT; and**
- **GENEROUS TIME OFF**

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