



# POSITION DESCRIPTION: CHIEF FINANCIAL OFFICER

FEBRUARY 2021



## WSP GLOBAL INC. (THE "CORPORATION")

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### POSITION DESCRIPTION

#### CHIEF FINANCIAL OFFICER

The board of directors of the Corporation (the "**Board**") has adopted a position description for the chief financial officer of the Corporation (the "**CFO**"). The CFO shall have the primary responsibility of supervising the financial, accounting, audit and fiscal aspects of the operations of the Corporation and the coordination of the supporting information systems and financial controls.

The CFO reports to the Corporation's President and Chief Executive Officer (the "**CEO**").

Without limiting the generality of the foregoing, primary responsibilities of the CFO are to:

- 1 assist the CEO in developing, for the Board's approval, a strategic direction and positioning to ensure the Corporation's success;
- 2 together with the CEO and certain other executive officers, as needed, develop and recommend to the Board an annual operating plan and financial budget that support the Corporation's long term strategy;
- 3 create, coordinate, and evaluate the financial controls and supporting information systems of the Corporation;
- 4 together with the CEO, approve and coordinate changes and improvements to disclosure controls and procedures and internal control over financial reporting;
- 5 ensure that effective internal controls are in place and take steps to enhance, where necessary, the internal control systems within the Corporation;
- 6 keep the Board aware of the financial position and financial development of the Corporation;
- 7 develop appropriate key performance indicators to monitor and drive the financial performance of the Corporation;
- 8 evaluate the sufficiency and quality of all personnel working on financial, accounting, audit or fiscal matters;
- 9 oversee and monitor the Corporation's financial position, banking and financing activities and capital structure and monitor the respect of banking and financial covenants and hedging arrangements, as applicable;
- 10 together with the Chief Legal Officer, ensure the adequacy of the Corporation's insurance coverage;
- 11 oversee and monitor effective tax strategies and compliance for the Corporation;
- 12 ensure that there is an effective succession plan in place for the CFO position and other senior executives of the Corporation reporting to the CFO;
- 13 coordinate the preparation of the Corporation's financial statements and management discussion and analysis (annual and interim);
- 14 review and approve, in consultation with the Chief Legal Officer and Corporate Secretary, the Corporation's annual and interim earnings releases, financial statements and management discussion and analysis;
- 15 certify documents as required under securities laws;



- 16 oversee the mandate and the work of the internal auditor of the Corporation;
- 17 coordinate the annual audit (and any special or non-recurring audit) with the Corporation's external auditors;
- 18 coordinate the review, and liaise with the external auditors as required, of all financial information disclosed in any offering documents of the Corporation;
- 19 communicate transparently and collaborate to the fullest extent possible with the Corporation's external auditors;
- 20 oversee the Corporation's processes for identifying, assessing and managing the principal risks to the Corporation's business;
- 21 assist the Corporation's Audit Committee in performing its duties required under the applicable securities laws and the Audit Committee Charter;
- 22 attend meetings of the Board and its Committees and present the financial information necessary or relevant to the Board or such Committee for discharging its duties;
- 23 ensure the information communicated to the public fairly portrays the position of the Corporation;
- 24 represent the Corporation in a way that enhances and maintains the Corporation's reputation;
- 25 establish and maintain lines of communications with the investor community and oversee the dissemination of the Corporation's press releases, annual report, communications with analysts and the media and investor relations; and
- 26 perform other functions related to the office of the CFO or as may be reasonably requested by the Corporation's CEO or Board.