



## POSITION DESCRIPTION

**Position Title:** Chief Financial Officer

**Position Type:** Full Time / Exempt

**Location:** Nuuuuli, Am. Samoa

**Reports to:** Chief Executive Officer

**Business Unit:** Finance

**Date:** April 2025

### Position Summary:

The Chief Financial Officer (CFO) will report directly to the Chief Executive Officer (CEO) and is responsible for strategic financial plans and initiatives that facilitate the achievement of performance targets, budget management, cost benefit analysis, forecasting financial needs, managing company's risk profile, and ensuring compliance with regulatory and legal requirements for the company. Responsibilities also include leading the Finance team and providing executive level support to all Bluesky functions in achieving revenue targets; overseeing all the financial activities of the Company (and various entities under Bluesky); reviewing the preparation of financial reports, summaries and forecasts all annual budgets for future business growth and recommendations on general economic outlook.

### Major Responsibilities:

#### STRATEGY

- Develop and implement strategic financial plans that facilitate the achievement of performance targets.
- Provision of expert financial analysis to the Board, CEO and management on Bluesky's financial position and performance.
- Analyze short- and long-term economic trends and projects company prospects for future growth in overall sales and market share, opportunities for expansion into new products or business areas.
- Provide commercial financial insight to commercial and technical teams on different methods to exceed business plan targets; this includes analyzing financial data and creating models to determine pricing decisions on products and services that will generate most revenue based upon value provided to customers.
- Ensure risk and compliance framework is embedded and operational for the Company; implement risk mitigation initiatives and controls to safeguard company; report risk issues to CEO.

#### FINANCIAL AND OPERATIONAL MANAGEMENT

- Develop and lead the fiscal year budgeting process, work with department heads to establish

revenue targets and cost budgets.

- Direct the accurate and timely preparation of financial reports, income statements, balance sheets, reports to CEO and Board, tax returns, and reports for government regulatory agencies.
- Uphold ethical standards in financial practices; ensure that effective internal controls are in place and compliant with GAAP, IFRS and applicable federal, state and local regulatory requirements.
- Liaise with external auditors and other statutory or regulatory authorities.
- Assist AST Board Secretary with the compilation of board reports; attend Board meetings as requested.
- Provide support to CEO and management in the review of new or current client pricing proposals and various vendor/contractor agreements, where appropriate may participate in pricing negotiations.
- Review reports to analyze projections of sales and profit against actual figures; budgeted expenses against final totals and recommend plans as required.
- Manage and maintain professional working relationships with vendors, suppliers, lenders, contractors, attorneys, tax advisors, and other key external and internal stakeholders.
- Driver of good asset management disciplines across the business.
- Monitor cash flow to ensure company's liquidity and ability to meet financial obligations.
- Evaluate and control expenses to maximize profitability and efficiency; detect and prevent expense fraud or misappropriation of company cash or assets.
- Leverage financial technology and systems to improve operational efficiency through implementation or modification of processes and procedures.
- Recognizes and is responsive to the needs of parent Company, the Board, company clients, local community, or government representatives.

#### **LEADERSHIP AND TEAM MANAGEMENT**

- Role model and champion the company corporate values and culture at all levels.
- Lead the Finance team, provide guidance, support, and mentorship.
- Build a performance-oriented culture within the department to ensure staff are motivated, accountable, and meet their performance objectives.
- Ensure the Finance team staff operate efficiently and collaborate effectively as a team and with other departments to achieve overall objectives of company.
- Involved in the recruitment and retention of department talent; participate in succession planning initiatives for the department.
- Works collaboratively with Bluesky management and staff and provides applicable guidance, training and support on financial management matters.

### **Key Stakeholder Relationships**

<b>Internal Stakeholders:</b>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• Managers &amp; Staff</li> <li>• Members of the AST Board</li> <li>• Regional ATH and Vodafone Team</li> </ul>
<b>External Stakeholders:</b>	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Vendors</li> <li>• Auditors</li> <li>• Banks</li> <li>• Other financial institutions/agencies</li> <li>• Government Agencies</li> <li>• Regulatory Authorities</li> </ul>

### **Key Requirements and Competencies**

<b>Qualifications/ Experience:</b>	<ul style="list-style-type: none"> <li>• Bachelors degree in Accounting or Finance required</li> <li>• MBA and/or CPA (or equivalent certification); highly desirable</li> </ul>
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	<ul style="list-style-type: none"> <li>• 10+ years in progressively responsible financial leadership role with at least 5+ years as Controller, Director of Finance or CFO</li> <li>• Minimum of 5 years working experience in the Telecommunications industry either as an employee of a Telecommunications service provider or a manager of a Big 4 firm responsible for auditing telecommunications companies</li> <li>• Managed financial operations of an organization of at least 50+ employees</li> </ul>
<b>Knowledge/ Skills /Ability:</b>	<ul style="list-style-type: none"> <li>• Accounting experience in accordance with U.S. Generally Accepted Accounting Principles and IFRS guidelines.</li> <li>• Ability to interpret International Accounting Standards, legislation, Bluesky company policies and government regulatory requirements.</li> <li>• Telecommunications, Technology, or IT industry experience highly preferred.</li> <li>• Proven ability to design, implement, monitor, and evaluate strategic plans.</li> <li>• Demonstrated experience in financial data analytics, forecasting and managing cash flow.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Proficiency with accounting software packages and Microsoft Office Suite; intermediate/advanced level Excel required.</li> <li>• Knowledge of database and accounting computer application systems to supply the most accurate financial information.</li> <li>• Proven ability to build, motivate, and inspire teams; lead by example and contribute hands on demonstration and coaching purposes.</li> <li>• Strong and effective leader who demonstrates sound work ethics, cultural awareness, and sensitivity, and trustworthy.</li> <li>• Proven ability to manage teams – all aspects of HR continuum – recruitment, performance management, training, succession planning, disciplinary and conflict resolution.</li> <li>• Attention to detail and the ability to handle multiple tasks; active listening, problem solving, analytical, customer service orientation, and organizational skills.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• Office work environment based in Bluesky's office at the Laufou Center, Nu'uuli, American Samoa.</li> <li>• Business Hours: 8 am to 5 pm – Monday to Friday</li> <li>• May be required to work occasional evenings and weekends to meet operational demands.</li> </ul>
<b>Organisational Competencies:</b>	<p><b>Customer Service</b> – Models, leads, trains, and motivates staff, supervisors and managers to be excellent in service focus; demonstrates an in-depth understanding of Bluesky's customers – their needs and wants – and uses this understanding to create opportunities to grow the business.</p>
	<p><b>Learning Agility</b> - Demonstrates and advocates a personal learning orientation; seeks and constructively uses feedback to build on strengths and manage weaknesses; is curious and shares learning, and in doing so creates an expectation in others to seek and learn from experiences.</p>
	<p><b>Building Collaborative Relationships</b> - Exhibits an ability to cooperate and collaborate with colleagues across Bluesky to achieve shared goals; develops and maintains a range of internal and external networks to meet organisational objectives;</p>

	proactively removes barriers to create teamwork amongst diverse groups.
	<b>Leadership</b> – Creates focus within Bluesky and are orientated towards the achievement of results; create strong teams by empowering people, encouraging open dialogue, effectively allocating resources and ensuring individuals and teams work together; understand organisational processes and use these to get things done; are willing to experiment and are open to change; take a broad perspective, analysing successes and failures for clues about how to improve; create a compelling vision and inspire others to support that vision.
	<b>Continuous Improvement</b> – Leads continuous improvement projects at the organisational levels to create an environment of challenge and learning so as to accelerate organisational efficiencies, particularly in end-to-end processes.

## Compliance

<b>Business Compliance:</b>	<p>Ensure a sound understanding and:</p> <ul style="list-style-type: none"> <li>• Demonstrate commitment to and comply with all legislation and Bluesky policy relevant to the role and all activities undertaken in the role;</li> <li>• Ethical performance in an effort to maintain a high standard of conduct expected and deserved by our customers and to enable the Company to continue to offer its services and comply with our Bluesky Code of Ethics and Conduct.</li> </ul>
<b>Health and Safety:</b>	<ul style="list-style-type: none"> <li>• Undertake all work in a safe manner and follow all company and workplace health and safety procedures</li> <li>• Identify new hazards and advise manager or workplace Health and Safety representative/coordinator within 24 hours of identification.</li> <li>• Accurately report incidents and accidents to manager or workplace Health and Safety representative/coordinator as soon as possible.</li> </ul>

## Vision, Purpose, Values, & Way

<b>Our Vision</b>	<b>Our Purpose</b>	<b>The Bluesky Way</b>	<b>Our Values</b>
To be the most recognised and preferred company for connecting our Pacific communities around the world.	We apply technology and service excellence to advance and improve the lives of our customers	<p>We take ownership and always do our best for customers.</p> <p>We respect and support each other.</p>	<ul style="list-style-type: none"> <li>• Customer first</li> <li>• Team work</li> <li>• Integrity</li> <li>• Passion</li> <li>• Positive attitude and smile!</li> </ul>