CHIEF FINANCIAL OFFICER
Rare Opportunity

New Zealand Energy Corp., one of the newest entrants to New Zealand’s rapidly growing oil and gas industry, is making a name for itself as a dynamic company committed to responsible resource development. NZEC is very active in the Taranaki Basin, with multiple oil discoveries to date and an extensive exploration and development plan. Exploration in the East Coast Basin is planned for 2014.

NZEC is seeking an experienced Chief Financial Officer who is comfortable working in a rapidly evolving business environment. We are looking for a hard-working professional with oil and gas experience to fill this senior role, which will be based in either our New Plymouth or Wellington office. The CFO is accountable for the administrative, financial, and risk management operations of the company, including development of a financial and operational strategy, reporting of accurate financial results, and the development and monitoring of control systems. This role reports to the New Zealand Country Manager and involves direct supervision of five team members, including a Financial Controller. The ideal candidate will have a BCom and CA qualification backed by at least 10 years of commercial experience, preferably in the oil and gas industry.

NZEC offers the opportunity to work with top industry professionals as we build a leading independent oil and gas company. We reward the effort of our employees with a competitive salary and benefits package. If you have the above skills and experience, together with the required qualifications, we would like to hear from you. Send a letter of application and curriculum vitae with two recent work referees listed to:

Chris Maister
HR Consultant
cmaister@newzealandenergy.com

Applications will close at 5.00pm on 30 October 2013
Position Description: Chief Financial Officer

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<td>NZ Country Manager</td>
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<td>Location:</td>
<td>New Plymouth or Wellington Based</td>
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Purpose of NZEC

NZEC is focused on growing its production and cash flow through exploration success with the objective of becoming a significant oil and natural gas producer in New Zealand. NZEC is also building strong industry relationships to ensure timely processing of its production and seamless access to domestic and international markets to optimize product pricing.

Purpose of the Chief Financial Officer Role

Reporting to the NZ Country Manager, the Chief Financial Officer will be responsible for:

- The Chief Financial Officer position is accountable for the administrative, financial, and risk management operations of the company, including the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.
- Managing all aspects of financial risk and compliance and enhancing NZEC’s effectiveness through on-going refinement of its business processes.

Key Accountabilities for this Position

You are accountable for delivering on the key accountabilities for this role which will be discussed and agreed with you as part of NZEC’s performance management process. These include:

Planning
- Assist the NZ Country Manager and the CEO in formulating the company’s future direction and supporting tactical initiatives
- Assist the NZ Country Manager and the CEO in monitoring and directing the implementation of strategic business plans
- Develop financial and tax strategies
- Managing the capital request process
- Assist the NZ Country Manager in managing the budgeting process
- Develop performance measures that support the company’s strategic direction

Operations
- Participate in key decisions as a member of the senior management team
- Manage the accounting department in New Zealand and Vancouver
- Oversee the financial operations of subsidiaries of the parent and subsidiary operations
- Manage any third parties to whom functions have been outsourced (e.g. PWC, tax counsel, foreign exchange experts)
- Oversee the company’s transaction processing systems
- Implement operational best practices
- Work with the NZ Country Manager and Human Resources Manager to oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package
- Work with the NZ Country Manager to complete acquisition due diligence and participate, as required in negotiating acquisitions
Financial Information
- Oversee the preparation and dissemination of financial information
- Responsible for preparing quarterly and annual filings of financial statements, management discussion and analysis filings with securities commissions as required
- Report financial results to the audit committee and to the board of directors

Risk Management
- Understand and mitigate key elements of the company’s risk profile
- Work closely with the Legal Counsel and V.P. Corporate and Legal Affairs to monitor all open legal issues involving the company, and legal issues affecting the industry
- Construct and monitor reliable control systems
- Maintain appropriate insurance coverage
- Work with the Legal Counsel and V.P. Corporate and Legal Affairs to ensure that the company complies with all legal and regulatory requirements
- Ensure that record keeping meets the requirements of auditors and government agencies including the securities commissions
- Report risk issues to the audit committee of the board of directors
- Maintain relations with external auditors and investigate their findings and recommendations

Funding
- Monitor cash balances and cash forecasts
- Work with management team regarding debt and equity financing
- Invest funds
- Manage foreign exchange risks

Management of Accounting Team
- Provide day to day management and support to the Accounting team – Group Financial Controller, Accountant, Project Accountant, Accounts Administrator, Administration Manager (Wellington)
- Ensure all Accounting staff have a personal development plan and are formally appraised annually, or more frequently by agreement.
- In conjunction with the Human Resources Manager, ensure any performance issues are managed professionally and in accordance with both good business practice and the NZ employment laws.
- Ensure all Accounting staff are provided with the necessary training and development to keep their knowledge current and relevant, and to retain their motivation and enthusiasm for their roles
- Oversight of the negotiation of key commercial contracts
- Increasing organisational effectiveness through sound financial analysis and process improvement

Key Internal and External Contacts

Reports directly to NZ Country Manager
Collegial relationship with all members of the senior management team
- Chief Executive Officer
- Chief Operating Officer
- VP Corporate & Legal Affairs
- VP Communications & Investor Relations
- Legal Counsel
- Audit & Risk committee of the Board as required

Has direct management of the Accounting team

To be Successful in this Position

Knowledge, competencies, skills and experience required
- The ability to lead, motivate and provide expert accounting advice to the whole NZEC team
- A can do attitude and the ability to be adaptable
- An excellent work ethic
• Strong interpersonal skills and the ability to relate to both the most junior and senior staff
• To be outgoing and unflappable in the face of challenges
• Skilled at analysis of regional, national and international marketing as related to the oil and gas industry
• Sound understanding of financial management
• Highly developed negotiation skills
• Innovative, entrepreneurial approach to problem solving
• High intellectual ability as evidenced by ability to identify and prioritise key strategic issues
• Demonstrated leadership skills and a team player
• Risk assurance and compliance tools and practices
• Operating and management of Joint Venture agreements
• Execution of major contracts/agreements

Minimum Qualifications
• B Com or other appropriate University degree, and a CA qualification backed up by a minimum of 10 years commercial experience, preferably in the oil and gas industry.

People Management
• Effective interpersonal skills
• Effective verbal and written communications skills
• Consultative approach to problem solving and decisive when necessary

Personal Organisation
• Ability to adapt in a dynamic and changing work environment
• Ability to think laterally
• Ability to identify, analyse and solve problems
• Ability to organise work activities to identify and take advantage of efficiency and improvement opportunities
• Ability to communicate plans and ideas at all interaction levels required
• Demonstrated ability in developing improved financial performance

Development, Coordination, Implementation & Monitoring
• Ability to develop, coordinate and implement systems, plans and procedures
• Ability to effectively use Microsoft Outlook and Word, and Excel at an advanced level

Personal Attributes
• Self-motivated.
• Ability to think laterally and work under pressure;
• Contribute to the overall effectiveness of the NZEC team

Health Safety and Environment Responsibilities (HSE)
• The Chief Financial Officer will comply with all relevant Occupational, Health, Safety and Environmental Legislation, codes of practice, standards, policies, operating procedures and work instructions and be actively involved in NZEC’s Health, Safety and Environment Systems and Procedures.
• As a member of the senior management team, demonstrates ‘best Practice’ Health, Safety, and Environmental leadership through own actions and support of NZEC’s HSEM’s, policies, systems and procedures.

I acknowledge receipt of and agree to the above Position Description

Signed

Witnessed by Manager

Date