

C N Consultancy Limited

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Appointments:
(based Western Europe)

Head of Operations
Products Trader
Crude Oil and Refinery Supply Trader
Chief Accountant (oil industry background)

For: **A Respected International Trading House (the trading subsidiary of a refinery system)**

The Parent Group

The Parent Group is a multinational oil company headquartered in the Netherlands, operating in 13 countries, and with the majority of its assets and operations based in France, Eastern Europe, Spain, and South-East Europe. The group is active primarily in refining, marketing and trading, with additional operations in exploration and production, and other oil industry services such as drilling, EPCM, and transportation. The Group aims to become one of the largest independent oil companies in Europe and to obtain a strong position in the Black Sea and Mediterranean areas.

Our Immediate Client

Our immediate client is the Parent Group's wholly owned and principal oil trading subsidiary, with the head office based in Switzerland and maintaining an office in Dubai. This subsidiary handles all the Group's international trading and spearheads the downstream retail activities. This includes crude oil trading and crude and feedstocks supply to the Group's two refineries, products trading – gasoline, gasoil and distillates and commercialization of all refinery exports, and third party and entrepreneurial trading. It also initiates and manages projects, partnerships and joint ventures.

Geographically, activities embrace, but are not exclusively confined to, Russia and FSU, Eastern Europe, Western Europe, Med and Black Sea. Additionally, this business owns and manages one of Europe's largest independent regional petroleum retail outlets.

This is a highly professional business and one which promotes a culture of best business practice. It is managed by leading figures from the oil trading sector and has been significantly successful in achieving dramatically increased turnover and profitability in recent years. Both the group and the trading subsidiary are very well financed and well poised for further expansion of refinery capacity and trading activities.

The Appointments

In the last two years turnover and staff levels have increased significantly and the business is planning to relocate to larger premises in Switzerland where new trading and administration systems will be installed. Now, as part of the Group's long term strategy and planned trading expansion, the decision has been taken to further strengthen the Swiss trading head office team by making the following appointments:

- Crude Oil and Refinery Supply Trader
- Products Trader
- Head of Operations
- Chief Accountant

These roles call for energetic and committed professionals with the experience to contribute to and support the expansion of the existing business into a world class trading unit. Sound technical skill and hands-on experience of working in an oil trading environment is therefore a prerequisite, but an additional essential element in the candidates' make-up will be the ability to develop and further a career in a dynamic and entrepreneurial business environment. The successful candidates will demonstrate the drive and commitment to help mould the existing business into a world class trading unit.

C N Consultancy has been retained to identify top calibre candidates who will be attracted by the prospect of joining this successful and expanding trading entity and bringing the required skills and know-how to contribute actively to the next phase of development.

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HEAD OF OPERATIONS

JOB DESCRIPTION AND CANDIDATE PROFILE

Job Description

Job Title: Head of Operations

Work Location: at the Head Office in Switzerland

Reporting to: Management Committee at Head Office

Working Relationships: The candidate will be expected to develop strong working relationships with colleagues throughout the Group and especially with colleagues at the refineries, and at the retail and storage depots etc.

Areas of Accountability:

The overriding objective of the role is to manage, supervise and lead all aspects of the operations function in support of the trading business. To ensure on a day-to-day basis the international movement of the Group's crude and products and to ensure the efficient and smooth support of the international trading activities of the company.

This embraces:

Attend to all aspects of the operations, distribution and logistics; the management of the process both personally and through operations staff.

Supervise people, work flow and processes; liaise with the refinery and with all counter parties; share relevant information with colleagues at all appropriate levels; keep fully up to date on all operations processes; remain available and prepared to respond to adverse developments and emergencies; solve problems;

Ensure best practice throughout the operations department; lead and direct the team; review practices and systems; implement improvements; train and develop subordinates.

Handle LCs, documentation, logistics: rail, road and sea etc. Follow up commercial contracts: purchase, sale, shipment, chartering, finance, inspection, insurance etc. Deal with documentary instructions.

Supervise and monitor ship and commodity insurance

Manage vessel performance, routing, bunkers quality and quantity pricing; Deal with ports, terminals, freight brokers, ship owners, stevedores, agents and other port and logistical operators. Fix vessels. Provide post fixture services. Provide freight advice. Monitor global freight trends.

Be an effective point of liaison between the Trading Company, the Producer and the Customers.

Be responsible for smooth and efficient line up of vessels in the loading ports, loading operations, delivery, discharge and everything related to the transshipment.

Back up traders in their daily work. Organize and maintain accurate filing and documentation flow. Work closely with trading, accounting and administration.

Monitor weather and routing claims

Interpret charter parties; supervise and monitor charterers' liabilities

Supervise the planning of cargo intakes and offloading

Liaise with the regulatory bodies; maintain frequent customer contact both internal and external helping foresee opportunities and risks

Visualize the entire logistics process and plan in detail.

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HEAD OF OPERATIONS (continued)

CANDIDATE PROFILE

Location:

Candidates should be prepared to live within easy commuting distance of the base office and will have a domestic situation which will allow for travel and periods away from home. Where necessary, the company will provide assistance with relocation and will attend to work permit issues.

Qualifications: A degree or business qualification would be valued, but is not essential.

Languages: English is essential; French and German would be an asset although not essential

Experience: This senior role will require:

Appropriate in depth experience of operations gained in an international oil trading environmental, for example a respected international trading house or a major oil company/producer.

Experience of Russian and East and West European operations; knowledge of logistics both land and sea, of storage and of distribution applicable to this territory and to crude and products.

Sound technical knowledge in the areas of, for example, charter policy and screening; of vessel specifications and performance; port agencies and services; of legal and insurance issues; road and rail distribution and storage.

A sound understanding of IT systems relating to trading; Experience of the use of computer and reporting systems for trading and traffic management. Also PC skills - Windows, Word and Excel etc.

Ideally, experience of and an interest in the management of individuals and a team.

Experience of chartering together with sound knowledge of the freight market and vessel management; contacts with ship owners and operators and experience of working with them; exposure to a range of shipping and land transportation practices, ports and warehousing activities on an international basis.

A practical understanding of accounting methods used in international commodity trading.

Experience of interacting with colleagues in an international trading business.

Personal Qualities:

This role will require:

A team player with an international outlook and the ability to communicate easily across national boundaries.

The ability to react swiftly to adverse and emergency situations, to propose solutions and ensure successful outcomes; an ability to resist high levels of stress.

Sound planning skills; numeracy and a precise orderly method of working and attention to detail.

The self confidence and maturity; a diplomatic but persuasive attitude when dealing with colleagues within the same organization.

REWARD PACKAGE

There is no pre-determined remuneration package. Base salary will be individually negotiated to reflect experience and trading record and to attract suitably high level candidates for this senior appointment. Basic earnings can be significantly enhanced by a discretionary profit participation bonus scheme.

The Company also provides a 'social package' covering pension plan and, as appropriate, assistance with relocation.

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PRODUCTS TRADER

JOB DESCRIPTION AND CANDIDATE PROFILE

Job Description

Job Title: Products Trader

Work Location: at the Head Office in Switzerland

Reporting to: Management Committee at Head Office

Internal Working Relationships: The candidate will be expected to develop strong working relationships with colleagues throughout the Group and especially with colleagues at the refineries.

External Working Relationships: The candidate will develop very strong relationships with buyers throughout the territory, principally Med., North and ARA.

Areas of Accountability:

The overriding objective of the role is to negotiate the sale of products resulting from the two refineries and in general undertake entrepreneurial trading based on the book position.

This embraces:

The negotiation of sales contracts and spot sales of products arising from the two refineries.

Profitable trading on a week to week basis; helping to ensure maximum profitability within the Company's products trading activities; within the team, supporting the management of the trading book itself.

Complying with risk management policy and supporting risk management activity.

Personally taking an active role in trading, marketing and business development; developing and maintaining strong relationship with consumers and traders, etc. throughout the region.

Representing the business at a senior level and building strong personal relationships with consumers, traders etc.

Monitoring day-to-day developments in the regional and global market and reacting positively and creatively to international economic and political developments. Forecasting market direction.

Identifying opportunities in which the Group's financial strengths can be used to augment the trading activity.

Communicating with shipping and back office teams to ensure efficient operation of all support systems and completion of contracts

Regular reporting to Senior Management on transactions, financial commitments and profitability.

CANDIDATE PROFILE

Location:

Candidates should be prepared to live within easy commuting distance of the base office and will have a domestic situation which will allow for extensive travel and periods away from home. Where necessary, the company will provide assistance with relocation and will attend to work permit issues.

Qualifications: A degree or business qualification would be valued, but is not essential.

Languages: English is essential; French and German would be an asset although not essential

Experience: Ideally, candidates should have:

Appropriate experience as a Products Trader, with particular emphasis on Middle Distillates, Gasoil and Gasoline, preferably gained with an international oil trading house, oil producer, or oil major.

A personal record of profitable trading and marketing of oil products and especially throughout West and East Europe.

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PRODUCTS TRADER (continued)

A good understanding of and familiarity with the global pattern of supply and consumption of oil products; an in depth knowledge of the Region's politico/economic dynamics affecting the international supply and demand.

Personal contacts with producers, refineries, trading houses, consumers etc.

Experience of interacting with colleagues at senior management level in an international trading business.

Sound knowledge of the mechanics of trading and reporting systems, risk evaluation and management, shipping, ports, charter parties, contracts, trade finance etc.

Personal Qualities:

This role will require:

The energy, determination and entrepreneurial drive to support the existing successful products trading business.

An imaginative, innovative and flexible approach to developing business opportunities; the ability to adapt swiftly to changing market conditions; a mind set that is able to challenge traditional approaches to trading and marketing procedures.

The confidence, maturity and stature to interact with colleagues at senior level within the Group and the potential to develop and further a career at senior management level. A diplomatic but persuasive attitude when dealing with colleagues within the same organization.

A team player with an international outlook and the ability to communicate easily across national boundaries.

The ability to react swiftly to adverse and emergency situations, to propose solutions and ensure successful outcomes; an ability to resist high levels of stress.

Sound planning skills; numeracy and a precise orderly method of working and attention to detail.

REWARD PACKAGE

There is no pre-determined remuneration package. Base salary will be individually negotiated to reflect experience and trading record and to attract suitably experienced candidates for this key appointment. Basic earnings can be significantly enhanced by a discretionary profit participation bonus scheme.

The Company also provides a 'social package' covering pension plan and, as appropriate, assistance with relocation.

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CRUDE OIL TRADER

JOB DESCRIPTION AND CANDIDATE PROFILE

Job Description

Job Title: Crude Oil Trader
Work Location: at the Client's Head Office in Switzerland
Reporting to: Senior Management Committee at Head Office

Working Relationships: The candidate will be expected to develop strong working relationships with colleagues throughout the Group and especially with colleagues at the refineries.

Areas of Accountability:

The overriding objective of the role is firstly to negotiate the supply of the crude oil requirements of the two refineries and secondly to trade and market crude which is in excess of the refineries' requirements.

This embraces:

The negotiation of supply contracts and the management of the oil supply into the two refineries.

Profitable trading on a week to week basis; helping to ensure maximum profitability within the Company's refining activities; within the team, supporting the management of the crude trading book.

Complying with risk management policy and supporting risk management activity.

Personally taking an active role in trading, marketing and business development; developing and maintaining strong relationship with the suppliers, traders, etc. throughout the regions.

Representing the business at a senior level and building strong personal relationships with producers, refiners, shippers, the financial community, and consumers.

Monitoring day-to-day- developments in the regional and global market and reacting positively and creatively to international economic and political developments. Forecasting market direction.

Identifying opportunities in which the Group's financial strengths can be used to augment the crude trading activity.

Communicating with shipping and back office teams to ensure efficient operation of all support systems and completion of contracts.

Regular reporting to Senior Management on transactions, financial commitments and profitability.

CANDIDATE PROFILE

Location:

Candidates should be prepared to live within easy commuting distance of the base office and will have a domestic situation which will allow for extensive travel and periods away from home. Where necessary, the company will provide assistance with relocation and will attend to work permit issues.

Qualifications: A degree or business qualification would be valued, but is not essential.

Languages: English is essential; French, German and / or Russian would be an asset although not essential

Experience: Ideally, candidates should have:

Appropriate experience as a Crude Trader, Supply Trader or Regional Manager with an international oil trading house, oil producer, oil major or refinery.

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CRUDE OIL TRADER (continued)

A personal record of profitable trading and marketing of crude. Experience of dealing with a number of different grades of crude and markets including Russian, Baltic, North Sea, Mediterranean, Black Sea, and Gulf States etc would be an advantage.

A good understanding of and familiarity with the global pattern of supply and consumption of crude oil; an in depth knowledge of the Region's politico/economic dynamics affecting the international supply and demand of crude oil.

Personal contacts with producers, refineries, trading houses etc.

Experience of interacting with colleagues at senior management level in an international trading business.

Sound knowledge of the mechanics of trading and reporting systems, risk evaluation and management, shipping, ports, charter parties, contracts, trade finance etc.

Personal Qualities:

This role will require:

The energy, determination and entrepreneurial drive to support the existing successful crude oil trading business.

An imaginative, innovative and flexible approach to developing business opportunities; the ability to adapt swiftly to changing market conditions; a mind set that is able to challenge traditional approaches to trading and marketing procedures.

The confidence and maturity to interact with colleagues at senior level within the Group and the potential to develop and further a career at senior management level. A diplomatic but persuasive attitude when dealing with colleagues within the same organization.

A team player with an international outlook and the ability to communicate easily across national boundaries.

The ability to react swiftly to adverse and emergency situations, to propose solutions and ensure successful outcomes; an ability to resist high levels of stress.

Sound planning skills; numeracy and a precise orderly method of working and attention to detail.

REWARD PACKAGE

There is no pre-determined remuneration package. Base salary will be individually negotiated to reflect experience and trading record and to attract suitably experienced candidates for this key appointment. Basic earnings can be significantly enhanced by a discretionary profit participation bonus scheme.

The Company also provides a 'social package' covering pension plan and, as appropriate, assistance with relocation.

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CHIEF ACCOUNTANT

(oil industry background)

JOB DESCRIPTION

Job Title: Chief Accountant
Work Location: at the Head Office in Switzerland
Reporting to: The Chief Financial Officer

Working Relationships: The Chief Accountant will manage the Accounting Department which comprises a staff of two. He/she will also interface with the Risk Manager, back office and operations etc. It should be noted that there is an important element of Group interaction attached to the role of Chief Accountant, requiring the ability to develop strong working relationships with colleagues throughout the Group and especially with colleagues at the refineries and in downstream activities ie. retail, regional storage etc.

Areas of Accountability:

The overriding objective of this appointment is to assume personal responsibility for the management of all aspects of the Company's accounting function.

This embraces:

Leading and managing the Accounts Department staff; monitoring department performance and activities; ensuring a positive working environment and high morale.

In collaboration with the Senior Management Committee, participating in the establishment of the annual budget; monitoring and reporting to Senior Management Team, in relation to costs and performance and or deviation against budget. Appraising capital expenditure.

Reviewing and monitoring the Company's existing cash position and designing and implementing appropriate cash management procedures.

Fine tuning and developing accounting systems. (Note: The Company uses the Oracle system; knowledge of this would be an advantage but is not a prerequisite)

Overseeing and managing the management accounting function; implementing robust management accounting and reporting systems; assessing business efficiency and ensuring the provision of regular and timely forecasts and financial reports to the Management Committee. Ensuring that quarterly reports are presented in a consistent and meaningful format.

Overseeing and managing the preparation of annual accounts; managing the relationship with external auditors; ensuring the timely submission of statutory accounts and annual reports.

Identifying problem areas; contributing to the provision of timely and effective solutions; in general keeping abreast of developments within the company and maintaining vigilance in relation to potential problems and issues; protecting the Group's assets by establishing sound internal audit procedures.

Establishing and maintaining sound relationships with the various Swiss regulatory authorities.

Establishing and maintaining sound relationships with the various Swiss fiscal authorities, and in particular, the tax, VAT and social security authorities.

Maintaining effective day to day working relationships with the banking community.

As appropriate, ensuring the acquisition of insurances applicable across the business activities of the company.

Ensuring the effectiveness of the credit management function; establishing and maintaining a credit rating and management system.

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CHIEF ACCOUNTANT (continued)

CANDIDATE PROFILE

Age:

There are no rigid age limits. Given the necessary experience and energy this post could appeal to individuals in a wide range of ages.

Location:

Candidates should be prepared to live within easy commuting distance of the Trading Head Office. As appropriate, the company will provide assistance with relocation and will attend to work permit issues.

Qualifications:

A sound general standard of education is required; a professional accounting qualification or a degree or business qualification in economics/finance/accounting would be appropriate.

Languages: English is essential; French and/or German would be an asset.

Experience:

Candidates should possess most of the following:

Several year's experience in a management capacity in an accounting and financial role ideally including cost accounting, budgetary controls, internal audit and fraud elimination, cash management, risk assessment etc.

Several years' experience of working in an international oil trading environment, ideally with reputable international trading house or with an oil major or refiner.

The ability to develop and establish systems and information flows, for example in relation to financial management, cost accounting, budgetary controls etc.

Preferably, some experience of managing a team and of training accounting and financial staff.

Experience of interacting with colleagues at management level in an international producing and or trading business.

Personal Qualities:

This role will require:

Pragmatism, strength of character and a proactive attitude to management.

The ability to lead, motivate and develop the existing accounting team.

The confidence, maturity and stature to interact with colleagues at senior level within the Group and the potential to develop and further a career at senior management level. A diplomatic but persuasive attitude when dealing with colleagues within the same organization.

The ability to react swiftly to adverse and emergency situations, to propose solutions and ensure successful outcomes; an ability to resist stress and respond to the unexpected.

Self discipline with sound planning skills; numeracy and a precise orderly method of working and attention to detail.

REWARD PACKAGE

There is no pre-determined remuneration package. It will be individually negotiated to reflect experience and to attract suitably experienced candidates for this important appointment. There is an annual discretionary bonus scheme.

The Company also provides a complete 'social package' covering pension plan, and assistance with relocation etc.