



Job Information

Job Title	Finance Manager
Business Unit / Function	Administration
Location	All Office Locations
Reports to (Job Title)	Executive Director
Direct and Indirect Reports (Job Titles)	Bookkeeper, Finance and Facilities Coordinator, Outside Contractors
Evaluation Salary Band	Band 7 (\$90,236 - \$107,423)
Type of Position	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other:

Job Summary

The Finance Manager effectively guides and manages the delivery of financial services in alignment with FCSSLG's vision, mission, values and overall strategic direction. The Finance Manager reports to the Executive Director and serves as a leader for FCSSLG.

Key Tasks and Responsibilities

Functional Duties

- Understand and ensure compliance with the corporation policies, procedures, programs, practices, guidelines, and work routines.
- As a member of the Leadership Team and Senior Administrative Team, assist the Executive Director in achieving the goal of Excellence in Service and Operations by and through sound operational and strategic planning.
- Support the Resources Committee of the Board.
- Provide timely and insightful analysis of monthly/quarterly/annual results versus forecasts and identify and communicate key drivers of financial performance.
- Financial liaison with the Ministry of Children, Community and Social Services of the Ontario Government and other Agency Funders.
- Be aware of roles and responsibilities under the Ontario Occupational Health and Safety Act, Regulations, and the corporation's health and safety policies and leads and performs duties in a manner that ensures safety at all times.
- Develop, implement, measure, evaluate procedures, programs, practices, guidelines, work routines.
- Responsible for developing, monitoring, and adjusting the budget and finances of the Agency, including, but not limited to, budget management, financial administration, tax preparation, audit management, treasury, and debt management of a \$18-20M annual budget including other funders.
- Implement, monitor, and evaluate an annual service and financial plan in alignment with the corporation's strategic direction.
- Implement, monitor, and evaluate performance and financial indicators and adjust actions accordingly.
- Identify, monitor, report on, and develop plans to mitigate risk.
- Hire, orient, supervise, develop, evaluate, and terminate assigned team members.
- Responsible for ensuring financial practices, policies, and procedures are compliant with all Federal, Provincial and Municipal mandates.
- Negotiate and coordinate third-party, external, contracts and subcontracting operations.
- Represent the Agency and interact with auditors, members of the business community, and other external business and finance related operations.



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- Participate and/or provide leadership to team meetings, staff meetings, training sessions.
- Meet or exceed accountabilities and achieve continuous quality improvement and excellence in all activities.
- Undertake all other assigned duties as required

Relationship Duties

Demonstrate and effectively mentor/lead:

- Behaviours, actions, and attitudes that are consistent with FCSLLG's vision, mission and values.
- Respectful and accountable working relationships with key stakeholders, internal and external to FCSLLG
- Effective and professional behaviour that will create an environment to achieve organizational outcomes.
- Demonstrate interest in, and commitment to, community engagement.
- Ability to understand and work with various communities appreciating cultural differences and diversity.
- The ability to work within a constantly changing environment

Team Building/Interpersonal Duties

Demonstrate and effectively lead/mentor:

- Professional, respectful, collaborative working relationships
- Active participation and engagement in continuous learning activities
- Professional standards of communications with all internal and external contacts
- Strong ability to collaborate and maintain positive partnerships with all relevant key stakeholders aimed at building strong, sustainable relationships and supporting constructive and creating problem resolution

Core Competencies

Background/Education/Experience

- Accounting Designation: Chartered Professional Accountant and a minimum of 5 (five) years financial experience, preferably at a senior level, similar role, and preferably in a mid-sized, multi-service social service agency.
- Master of Business Administration or Master of Public Administration would be an asset.
- Experience in working in a unionized environment.
- Demonstrated leadership skills and ability to work constructively and effectively with all levels of staff.
- An effective, balanced, and collaborative leadership style that combines a capacity for strategic vision with technical experience in financial management.
- Adherence to strong ethical principles of financial management.
- Pass a Vulnerable Sector Police Records Check
- Valid Driver's License, and access to a reliable motor vehicle with business class liability insurance

Skills and Attributes

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- Extensive knowledge of the broader public service system for children and families and applicable legislation, including flexible funding resources.
- Must be highly computer literate and proficient in using computerized accounting software, specifically Oracle and Excel and experience with system conversion, upgrade and/or implementation.
- Strong understanding and alignment of behaviours in support of the corporation's mission, vision, core values, and beliefs
- Knowledge and demonstrated ability to model and lead compliance with policy, procedures, programs, practices, guidelines, and work routines.



- Strong demonstration of leadership skills in managing the changes and challenges inherent in the work and fostering an environment of learning and development
- Strong ability to collaborate and maintain positive partnerships with all relevant key stakeholders aimed at building strong, sustainable relationships and supporting constructive and creating problem resolution.
- Demonstrate strong written and oral communication skills.
- Demonstrated organizational and time management skills with the ability to meet tight deadlines.
- Strong analytical and financial analysis skills, with attention to fine detail
- Ability to manage system changes and work independently with a high level of initiative and self-direction.
- Demonstrated ability to maintain a high standard of privacy and confidentiality in the performance of duties.
- Understanding of a broad corporate planning framework as a foundation for annual planning, budgeting and program activities
- Ability to create, monitor and meet performance and financial objectives

Efforts and Working Conditions

- Work is primarily performed at a desk in a normal office environment.
- Occasional meetings with colleagues and other professionals outside of the office
- Long periods of sitting and computer/phone use with moderate visual demands such as reading
- Occasional interruptions often dealing with critical issues.
- Regular travel within and outside the FCSSLG region
- May be exposed to potentially hazardous environments including driving conditions, volatile situations and risks associated with a standard office.
- Can work non-routine hours; may be called into work in case of emergencies