

## POSITION DESCRIPTION

<b>POSITION (TITLE):</b>	Manager, Finance	<b>DIVISION:</b>	Corporate Services
<b>REPORTS TO:</b>	Director, Corporate Services	<b>UNION AFFILIATION:</b>	Non-union
<b>REVIEWED:</b>  <b>Direct Supervisor</b>	Director, Corporate Services	<b>DATE: (R) if revised</b>	July 16, 2018(R) December 9, 2013(R)
<b>APPROVED:</b>  <b>MOH/CEO, Director</b>	Medical Officer of Health/Chief Executive Officer	<b>DATE:</b>	December 9, 2013(R)
<b>AUDITED:</b>	December 15, 2004	<b>DATE:</b>	July 16, 2018 December 9, 2013(R)

### ***POSITION SUMMARY:***

Reporting to the Director, Corporate Services, the Manager of Finance is responsible for providing administrative leadership and direction to the Finance team which plays an integral role in supporting the public health programming through the provision of a wide range of financial services.

### ***DUTIES AND RESPONSIBILITIES:***

#### **Financial Administration**

1. Ensures financial stewardship through accountable, consistent and transparent financial processes and practices.
2. Designs, implements and maintains effective internal controls over processes to minimize risk of financial loss.
3. Coordinates the preparation of the budget process through an efficient and effective process which includes appropriate monitoring and reporting mechanisms.
4. Prepares and compiles Financial Statements and relevant working papers as required for audit purposes.
5. Develops and manages the preparation, control and reporting of financial reports that are required by Federal, Provincial and Municipal directives.
6. Provides accurate and timely financial reports and information to a variety of stakeholders to inform decision making.
7. Maintains and monitors processes related to procurement and payroll.

#### **Human Resources Management**

8. Supervises the activities of the Finance Department staff, providing leadership and establishing priorities.
9. Oversees hiring and managing performance of departmental staff. Ensures that orientation, training and support are provided so that staff develop and maintain the competencies

required to meet the standards for their position. Encourages and supports continuing education and professional development.

10. Adheres to applicable collective agreements and applicable employment legislation.

### **Planning and Organizing**

11. In collaboration with the broader management team, participates in the development, implementation and evaluation of the mission, vision, values, standards, goals and objectives of the Health Unit.
12. In collaboration with the Director, Corporate Services, establishes program outcomes and objectives which are consistent with the TBDHU's operational goals and strategic objectives.
13. Uses appropriate quality improvement processes and tools to formulate evidence based recommendations and uses data and relevant research to support all programming decisions.
14. Develops and maintains indicators for the assessment of each programs' outcomes.
15. Reviews recommendations for process improvement based on program results and feedback and takes appropriate action to implement.
16. Develops, implements, and evaluates program procedures and ensures that they are current and consistent with the scope of each professional discipline. Ensures that staff are cognizant of such procedures.
17. Acts as a consultant to the Senior Management Team and the Board as appropriate, on issues specific to assigned programs.
18. Ensures that client records and documentation are maintained according to established policies and procedures and meet applicable professional standards.
19. Participates in planning, developing, implementing and evaluating an emergency response plan and protocol for the TBDHU.
20. Analyses information to identify emerging issues and trends to be incorporated into current programming and future planning.

### **Leadership**

21. Demonstrates effective and timely decision-making.
22. Provides a forum where staff can work co-operatively with other team members.
23. Demonstrates the values of the TBDHU in all interactions with other managers, staff, clients and the public.
24. Demonstrates a commitment to continual learning and self-growth. Acts as a role model for staff.

### **Quality and Continuous Improvement**

25. Supports and participates in the organization's continuous quality improvement program and integrates and fosters concepts of continuous improvement into daily operating processes.

26. Reviews recommendations for process improvement based on program results and feedback and takes appropriate action to implement.
27. Contributes to the organizational growth of the TBDHU by identifying organizational needs and works with his/her Director and/or Senior Management Team to achieve performance improvement.

### **Communication and Relationship Building**

28. Participates as a member of the TBDHU Management Team which includes developing and maintaining a strong rapport with Managers and Directors; promoting and ensuring the team concepts of cooperative, coordinated work among departmental staff and all staff in general.
29. Develops, fosters and maintains positive and productive relationships with a variety of partners and stakeholders.

### **Professionalism and Ethics**

30. Demonstrates commitment to an environment in which collaboration is valued and excellence in client and population “care”, education and research is promoted and achieved.
31. Demonstrates accountability to clients and acts to ensure practice meets legislative requirements, regulatory standards and Health Unit goals.

### **Occupational Health and Safety**

32. Performs job functions in accordance with relevant legislation and established policies and procedures.
33. Ensures that all employees under their supervision perform work in accordance with applicable Occupational Health and Safety legislation.

### **General**

34. Performs other duties as assigned

### ***QUALIFICATIONS / REQUIREMENTS:***

#### **Education**

- A Professional Accounting designation (CPA) is required.
- Degree in Business Administration/Commerce or equivalent combination of education and experience.

#### **Experience**

- Five (5) years accounting experience at the professional level.
- Three (3) to five (5) years management experience – preferably in the public sector.
- Demonstrated supervisory and leadership abilities acquired through direct supervision of staff.

#### Other Qualifications

- Demonstrated excellence in interpersonal, organizational, and time management skills.
- Demonstrated superior written and oral communication skills.
- Sound evaluation, organizational and problem-solving skills.
- Proven ability to work within a multi-disciplinary team.
- Demonstrated commitment to quality improvement.
- Strong computer skills, including accounting applications and Microsoft Office.

#### ***OCCUPATIONAL HEALTH AND SAFETY:***

Follows all policies and procedures to ensure personal safety and safety of others.

Reports any equipment or safety problems to supervisor.