

Open to the Public

Director of Finance and Corporate Operations

Treasury Board Secretariat Corporate Finance Division Location – Charlottetown

Full-Time Excluded Position (Commencing immediately)

This position is a senior management position assigned to the Department of Environment, Water and Climate Change and the Department of Justice & Public Safety. This position is responsible to advise and support the Minister and Deputy Minister of the Department. Effective leadership and management are provided for financial administration of the department which reflects its strategic direction. The position is responsible to provide leadership and direction in the areas of corporate and financial management including budget, forecasting and analysis, audit, materials management and financial planning. This position also performs the primary contract administration functions of the Police Services Agreement as well as related policing agreements for the Province.

Duties Include:

- Provides high quality advice, assistance, and information to the Minister, Deputy Minister and other Department Divisions pertaining to strategic and operational planning;
- assists the Deputy Minister in the development and promotion of the department's broad goals and priorities into objectives, policies, core programs and standards;
- responsible for developing, reviewing and coordinating the drafting/amending of related legislation, ensuring legislation and regulations are interpreted and updated to reflect and promote government's goals;
- assisting the senior management team in long range financial planning;
- directing the budget planning, forecasting and reporting processes including the provision of leadership in setting financial objectives for the department;
- this position is required to work collaboratively with Central Agencies regarding Finance and Accounting policies as they related to Government;
- ensure the effective and efficient delivery of the materials management function, including material planning, procurement and inventory management. All purchasing will be conducted in accordance with the *Public Purchasing Act* and Regulations, Interprovincial Trade Agreements and purchasing law and policy;
- perform the primary contract administration functions of the Police Services Agreement, as well as related policing agreements;
- responsible to provide leadership, vision, motivation, support and a safe environment conducive to a healthy dedicated staff to maximize outcomes and provide quality services. The Director plans for and ensures a sufficient supply of trained staff and their appropriate utilization;
- provide leadership in Business Continuity for the Department of Environment, Water and Climate Change by: consulting with management, identification of priority programs, and developing, implementing, testing and ongoing monitoring of the Department's Business Continuity Management Plan and Management process;
- performing other duties as required.

Minimum Qualifications:

- Must have a University Degree;
- A recognized Professional Accounting designation is required;
- Extensive senior level financial management and leadership experience is required;
- [Demonstrated equivalencies will be considered;](#)
- Experience and knowledge in program development, coordination, delivery and evaluation processes, human resource planning and management are required;
- Excellent organizational, communication (both written and verbal) interpersonal, leadership, conflict resolution, and collaborative skills are required;
- Demonstrated ability to plan and think strategically;
- Knowledge of Oracle and PeopleSoft are required;
- The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment;
- Applicants must have a good previous work and attendance record.
- Additional relevant education and experience will be considered an asset;

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$44.59 - \$55.74 per hour (Level 25 - Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 138442-0819TBPO
Closing Date: Monday, August 26th, 2019 **4:00 p.m.**

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.