

Open to the Public

Manager of Finance

Department of Finance Treasury Board Secretariat- Corporate Finance Location - Charlottetown

Full-Time Excluded Position (Commencing Immediately)

This position has overall responsibility within the Department of Finance and Treasury Board Secretariat for providing sound financial/fiscal oversight, policy guidance on most fiscal matters including expenditure and revenue initiatives and analysis, budget reporting, planning, asset management, administration services and contracting standards and compliance.

Duties will include:

- Assist the CFO and directors in long range financial planning;
- Responsible for the preparation of the expenditure, revenue and capital budgets for the Department ensuring that submissions to Treasury Board are complete, timely and accurate;
- Advise and assisting directors and managers in quarterly forecasting and annual budgetary preparations;
- Ensure completion of variance analysis for program areas where there may be budgetary difficulties;
- Responsible for the budget determination, forecasting of expenditures and reconciliation of all salary costs;
- Ensure comprehensive, understandable financial information is available to management and staff;
- Establish administrative procedures to ensure efficient and effective contract management and maintain a master list of all contracts awarded;
- Maintain meaningful reports on contract activities and monitor contracts to ensure compliance with terms and conditioning;
- Authorize payments according to terms of the contract;
- Responsible for the supervision, support and evaluation of Corporate Operations and Financial Planning staff. Establish and monitor processes to ensure acceptable results in staff performance, morale and satisfaction, workplace health and safety and staff development and training;
- Review selected business operations and arrangements within the Department, analyze expenditure patterns, and provide recommendations;
- Manage all purchasing activities, develop purchasing policies, procedures, standards and strategies pertaining to all goods and services acquisitions within ITSS;
- Other related duties.

Minimum Qualifications:

- A degree in Business Administration and a Chartered Professional Accountant designation is required;
- Applicants must have considerable financial accounting experience in a complex computerized environment;
- Experience and knowledge in the areas of contract management is required;
- Considerable senior level experience in budgeting, financial planning and administration;
- Supervisory experience is required;
- [Demonstrated equivalencies will be considered;](#)
- Must have excellent written and oral communication skills as well as excellent analytical, organization and interpersonal skills;
- Applicants must have excellent computer skills using Excel, Oracle Financial Information System, and word processing;
- Knowledge and understanding of all relevant legislation, provincial statutes, and Treasury Board policies and procedures is required;
- Applicants must have a good previous work and attendance record.
- The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$34.28 - \$42.85 per hour (Level 20 - Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 137258-0519CFPO
Closing Date: Tuesday, May 28, 2019 5:00 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.