



***Peel Children's Aid is a progressive child welfare agency serving children and their families throughout the diverse communities of the region of Peel.***

At Peel CAS, our mission is to protect children and strengthen families & communities through partnership. We are currently seeking the following professional to join our team:

## **Finance Manager (Regular Complement)**

Reporting to the Director of Finance, the Finance Manager is responsible for leading staff in all aspects of the financial planning, accounting and payroll functions. Preparation of monthly financial statements, budgets and forecasts, financial analysis and government submissions; and ensuring excellent internal controls are central aspects of the position. Responsible for supervision of payroll, financial analyst and accounting staff.

### **PRINCIPLE RESPONSIBILITIES**

#### **Financial Planning & Analysis**

- Provides support for multi-year financial planning and analysis and use of agency financial data; develops key financial metrics; develops and maintains multi-year financial planning models, analytical reports and scenario analysis
- Prepares analysis and information for senior management and board of directors, including business cases, management plans, briefing notes, slide presentations, etc. to support decision-making
- Conducts research and contacts outside agencies and stakeholders regularly
- Supports capital planning and implementation of long-term property and accommodation strategies
- Evaluates internal controls, identifies and implements improvements and best practices

#### **Accounting**

- Manages the preparation of monthly, quarterly and annual financial statements and forecasts, reviewing results with Director of Finance
- Supervises and oversees the payroll staff to ensure compliance with legislation, collective agreement, policies and procedures and internal controls.
- Ensures full integration of financial information with services and HR data and information in co-operation with Senior Management and under the leadership of the Director of Finance
- Directs and manages operation of the Society's accounting system and internal financial controls, ensuring agency policies are followed and standards maintained

#### **Risk Management**

- Provides expertise, advice and consulting services to assist clients in the development, use and evaluation of risk management and control strategies for current or proposed operations, processes, policies and programs.
- Design, Implement and Utilize appropriate risk assessment and management methodologies to monitor, evaluate, report risks to senior management and identify risks and adopt risk mitigation strategies

#### **Procurement**

- Oversees and provides advice and recommendations the procurement and purchasing



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#### **Systems and Processes**

- Utilizes LEAN methodologies to develop and implement of financial and business management best practices; develops and delivers training to managers/staff on the implementation of new business processes
- Provides expert advice to enhance functionality of the enterprise financial systems

#### **Compliance & Audit**

- Conducts internal audit, controllership and operational reviews to improve the agency's compliance with financial directives and value for money; reviews and updates agency financial policies on an annual basis;
- Leads Finance Department activities for completing external audits and reviews such as the Auditor General of Ontario, Ministry Cyclical Reviews, etc.

#### **Other Duties**

- Additional duties as required to support the effective operation of the financial function

#### **JOB SPECIFICATIONS/COMPETENCIES**

- Advanced skills and experience in budgeting and controllership/accounting transactions
- Advanced skills and experience in computerized accounting systems (experience with Oracle Financial system preferred), including advanced spreadsheet and database analysis.
- Excellent oral and written communication skills.
- Good knowledge and experience in areas of financial control, accounting reporting practices and preparation for external audit.
- Effective leadership, coaching and mentoring ability.
- Advanced knowledge and experience in management concepts, techniques and practices.

#### **QUALIFICATIONS:**

- Completion of professional accounting designation (CGA, CA or CMA), or in progress
- 6 plus years of related financial planning (budgeting) and accounting experience at the management level

**SALARY:** GRADE 2, \$96,970 – \$118,792

If you care deeply about the welfare of children and want to work in a dynamic and challenging environment, we'd like to hear from you.

**Please submit your cover letter and resume by visiting the 'Working with Us' section on our website.**

**[www.peelcas.org](http://www.peelcas.org)**



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We thank all candidates for their interest however only those considered for an interview will be contacted.

*Peel Children's Aid is an equal opportunity employer. Should you require accommodation during the recruitment and selection process, please inform human resources so that we can ensure your equal participation in this process.*