

Open to the Public
Manager of Finance & Corporate Services

Treasury Board Secretariat
Corporate Finance

Location - Charlottetown

Full-Time Temporary Excluded Position
(Commencing Immediately until April 2023 With Possibility of Extension)

The PEI Department of Finance and Treasury Board Secretariat aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. The Manager of Finance and Corporate Services is assigned through the Treasury Board Secretariat to coordinate financial management, corporate and administrative services to the Department of Health and Wellness. The primary purpose of this position is to provide leadership, management and direction to the broad range financial management functions which contribute to the effective financial management of the Department, while ensuring consistent application of Treasury Board Policy and Procedures and relevant financial legislation. Primary areas of responsibility include: departmental financial management and reporting; budget development and fiscal management; contract and agreement management; program planning, evaluation and audit; recorded information management;; risk management; Treasury Board Memoranda, internal/external financial reporting; financial policy and procedures; and management of various corporate and administrative services. The Manager of Finance and Administration is responsible for policy guidance on fiscal matters and works closely with the Director of Finance and Corporate Management on most complex matters. The position regularly provides consultation, advice and assistance to the Minister, Deputy Minister, Departmental Directors / Managers, and staff.

Duties will include:

- Responsible for effective and efficient financial management of the Department of Health and Wellness, ensuring financial reporting is provided in accordance with generally accepted accounting principles and financial services are delivered to the department consistent with relevant legislation, Treasury Board Policy and Procedures, and department policies and processes;
- Responsible for the development of the departmental budget submissions, monitoring the Department's performance against targets, and reporting on variances;
- Responsible for the management of the professional services contract arrangements, departmental grant programs / funding agreements, and the administration of federal/provincial cost-shared agreements and claims;
- Responsible for maintaining effective financial and administrative planning processes and functions for the department and reviewing selected business operations to identify areas for process improvement;
- Responsible for the department's risk management program;
- Other duties as required.

Minimum Qualifications:

- University Degree in Business Administration, with an emphasis in accounting;
- Extensive experience in financial management and planning, and budget preparation;
- Extensive experience in a complex computerized environment (including GL, AP and AR);
- Excellent computer skills particularly using financial systems (Oracle, Discoverer, and Hyperion) and spreadsheets;
- Excellent interpersonal, organizational and oral and written communication skills;
- Excellent analytical, problem-solving, and decision-making skills;
- Considerable supervisory experience;
- [Demonstrated equivalencies will be considered;](#)
- Ability to work independently with minimal supervision and have demonstrated leadership, conflict resolution and facilitation skills;
- Knowledge of corporate and departmental programs, policies and procedures.
- Applicants must have a good previous work and attendance record;
- The successful candidate must provide a satisfactory Criminal Records Check prior to beginning employment.

Preference given to:

- Professional accounting designation;
- Experience with computer applications such as PeopleSoft, Fleet Anywhere and Fleet Reports, Power Point, Org Plus.

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.

Successful applicants are expected to complete the term of temporary assignment unless appointed to a permanent position.

Salary Range: \$34.75 - \$43.45 per hour (Level 19 - Excluded)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 151709-0522TBTP0
Closing Date: Tuesday, May 31st, 2022 **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.