

Open to the Public

Manager, Financial Services - Post-Secondary and Continuing Education

Department of Workforce, Advanced Learning and Population

Location – Charlottetown

Full-Time (Excluded) Temporary Position

(Commencing Immediately to July 2024)

The Department of Workforce, Advanced Learning and Population is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#)

Reporting to the Director, this is an integral position that leads the overall financial management and direction of the Post-Secondary & Continuing Education Division (PSCE). This position leads finance, budget and data analysis for the PEI Student Financial Assistance Corporation (SFAC) including the administration of defaulted PEI Student loans, transfers to post-secondary institutions, and is the Minister's delegate for the Student Protection Fund under the *Private Training Schools Act*.

Duties will include:

- Leads the Student Financial Service (SFS) Section in terms of service delivery and programs which include assessment/approval of all student loans and grants for students pursuing post-secondary education, including the administration of the Canada Student Loan Program (CSLP) on behalf of the Federal government;
- Ensures programs and services are effective, efficient, relevant and supportive of SFS/PSCE objectives, while at the same time meeting the needs of the learner and being compliant with Federal requirements;
- Responsible for the administration and management of all Provincial student loan transactions and the distribution of various Provincial grants for students attending post-secondary institutions;
- Leads and implements new Provincial and/or Federal measures surrounding student financial assistance;
- Manages performance, mobilizes team to deliver these services, and designs solutions to address operational issues and meet operational targets with assigned resources;
- Responsible for the financial administration and management of the PSCE Division which includes the annual budget of Student Financial Aid Corporation (SFAC), financial transfers to post-secondary institutions, Federal/Provincial funding agreements and the Student Protection Fund under the *Private Training Schools Act*;
- Manages the process and provides oversight of the annual audit of the SFAC performed by an independent professional accounting firm and, and leads the review/discussion of the Audited financial statements with the Board of Directors (Deputy Ministers, CEO) to facilitate approval;
- Responsibility for the administration of the defaulted PEI student loan/rehabilitation program;
- Administers the repayment of defaulted student loan portfolio through voluntary/involuntary payments including the administration of the SFAC's agreement with the CRA set off program;
- Collaborates with Federal and Provincial colleagues in joint FPT policy research initiatives and strategic planning related to student financial assistance including alignment with federal legislation (Canada Student Loan program);
- Manages the team in the effective and efficient delivery of programs and service offerings through control of human, financial, and material resources;
- Other duties as required.

Minimum Qualifications:

- Bachelor's degree in Business Administration or a related area
- Professional accounting designation supplemented by extensive financial management experience at a public accounting firm and/or in government
- Extensive experience in administration, management and/or supervision of programs and services
- Experience of financial management practices and techniques to make recommendations and provide input to the budgetary process and development of the Division/department budget
- Experience in the supervision/management of employees
- A proven ability to develop good working relations with internal/external organizations and agencies
- Exceptional interpersonal and team building skills and excellent oral and written communication skills
- Excellent problem solving and analytical skills
- Flexibility to tackle a broad range of tasks in diverse program areas with various financial nuisances is essential

Other Qualifications:

- Knowledge of applicable Provincial acts and regulations, collective agreements, human resource policies and procedures and Treasury Board policies are 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. 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: \$42.05 - \$52.56 (Excluded Level 21)

Bi-weekly Hours: 75.0 hours bi-weekly

Posting ID#: 160214-1123WALPTO

Closing Date: Thursday, December 7, 2023 **5:00pm**

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return application forms to the PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, CIA 7N8. Applications may be sent by fax to (902)368-4383. DUE TO THE FACT THAT RECEIPT OF APPLICATIONS BY FAX CANNOT BE GUARANTEED, APPLICANTS TRANSMITTING THEIR APPLICATIONS BY FAX MAY WISH TO CONFIRM RECEIPT BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting I.D. number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government Office, ACCESS PEI Centre, Regional Services Centre, or by telephoning 368-4080.