



Employment Opportunity

FINANCE & ADMINISTRATION DIRECTOR *Position Description*

Hours of Work: Full Time

Scope of the Position: Management/Out of Scope

POSITION OVERVIEW

Reporting to the Executive Director and working closely with the Treasurer of the Board, The Finance and Administration Director is responsible for managing the overall financial position and plays a critical role in developing and implementing the financial strategy of the MAHCP.

As a member of the senior leadership team, the Finance and Administration Director is responsible for advising, evaluating, education and assisting the MAHCP with financial plans, costing collective agreements, and all fiscal and fiduciary responsibilities in conjunction with the governance, finance, corporate, audit, and investment for the operations.

KEY POSITION RESPONSIBILITIES

A. Strategic Planning and Operational Management

- Participate in the key decisions as a member of the management team and assist in formulating the MAHCP's future direction and supporting tactical initiatives.
- Contribute to the strategic thinking and direction by providing financial and accounting information, analysis, and recommendations.
- Translate the strategic and business plans for financial planning and accounting into operational plans through the establishment of functional objectives that align with organizational objectives.
- Monitor and assist with the implementation of strategic plans and implement operational best practices.
- Provide management oversight of the day-to-day operational accounting and finances ensuring cash flow is appropriate for the MAHCP operations.
- Develop performance measures that support the MAHCP strategic direction.
- Manage the capital request and budgeting processes.
- Establish finance operational strategies by evaluating trends, establishing critical measurements.
- Forecast capital needs and staff requirements and identify monetary resources Financial, Funding, and Risk Management
- Drive the MAHCP's financial planning to ensure cash flow is appropriate for the MAHCP operations.
- Report financial results to the Executive Council and oversee the issuance of financial information.
- Arrange for debt and equity financing.
- Evaluate and assess the MAHCP benefit plans.
- Construct and monitor reliable control systems and maintain appropriate insurance coverage.
- Ensure that record keeping meets the requirements of auditors and government agencies.

- Report risk issues to the Finance committee of the Executive Council.
- Provide education and guidance for staff and board on financial process and acumen.
- Maintain relations with external auditors and investigate their findings and recommendation.
- Create costing templates of Collective Agreements, researching and monitoring national trends and future needs utilizing various research methods.

B. Support and Human Resources Management

- Maintain relationships and work collaboratively with all members of the management team
- Oversee employee benefits.
- Manage or oversee any third parties and vendor relationships to which functions have been outsourced.
- Update job knowledge by remaining aware of new regulations; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Ensure compliance with the law and MAHCP policies.

C. Education, Experience and Competency Requirements

The ideal candidate is familiar with Labour Relations, has worked in health care and is familiar with government structure and funding models.

- A post-secondary degree in finance or business with Chartered Professional Accountant designation, complemented by 5 to 10 years working in a senior role leading the finance function. An equivalent combination of education and experience will be considered.
- Experience in financial modeling, financial analysis, cash flow management, and monitoring, investments, and economic development
- Demonstrated capacity to analyze financial data, prepare financial reports, statements, and projections.
- Strong project management experience with the ability to develop, monitor, and evaluate multiple projects with multiple deliverables and deadlines.
- Must also demonstrate the following skills through past relevant leadership and management experience: strategic financial stewardship, best practices in accounting systems, budgets, internal controls, business planning, asset management, cost controls, knowledge of federal and provincial regulations of company resources, exceptional financial planning, analysis, and reporting, organization, time management, and problem-solving and operational performance measurements and improvement.
- Experience working with a union is considered an asset.



FINANCE & ADMINISTRATION DIRECTOR

Position Description (cont.)

- Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a team environment.
- Excellent written and oral communication, presentation, and negotiation skills.
- Demonstrated capacity to think strategically with expertise in complex problem solving, decision making, critical thinking skills, and good judgment.
- Proficiency with computerized financial systems, contact management systems, and databases are assets.

D. Physical Requirements

- Must be in good physical and mental health.
- May be occasionally required to work extended hours.

Salary is commensurate with experience. We value and support employment equity, workplace diversity and welcome applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

The Manitoba Association of Health Care Professionals is union representing approximately 7000 health care professionals in Manitoba. For more information about MAHCP, visit www.mahcp.ca.

Please submit your resume by e-mail by Wednesday, April 10th, 2023 to:

Keely Richmond, Executive Director
Manitoba Association of Health Care Professionals
E-mail: keely@mahcp.ca

Thank you for your interest however only those who are to be interviewed will be contacted.