

First Nations Health Council

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Assistant Financial Controller

POSITION SUMMARY

The main objective of the role is the management of the “day to day work” for the First Nations Health Society’s Finance Department and to provide all management teams with critical financial information, analysis, advice and support.

ORGANIZATION

This position reports to the Director of Finance and will require the supervision of up to four employees within the Finance Department.

ACCOUNTABILITIES

1. Financial Management

- Managing of day to day processes for Accounts Payables and Contracts
- Managing a robust contracts management system

2. Reporting and Management Support

- Provide necessary financial data to management on a timely basis including monthly budget reports
- Work closely with management to enable them to make accurate decisions
- Assess and continually develop new reporting tools to provide consistently better information
- Assess, advise, mentor and develop strong relationships with managers and management teams on financial knowledge including IT implementation
- Due diligence in regard to payables and payroll, to mitigate financial risk

3. Budgeting

- Assist Director of Finance with managing the process of developing and reviewing annual budgets with department managers
- Provide accurate cash-flow projections
- Support management team in reviewing, on a regular basis, departmental budgets and managing operating variances as they arise

“We are a diverse and rapidly evolving First Nations health organization of professional, innovative and dedicated team members and leaders.

We uphold the principal of community-driven, nation-based approaches to transforming the health system and enhancing wellness for BC First Nations peoples and communities.

Join our growing family – Be a part of the solution.”

Applicants are asked to submit confidential letters of application, with resume, providing details of work experience and three references before 4:00 pm on Friday, February 3, 2012 to:

Marina Gallagher,
HR & Operations Manager
First Nation Health Society (official business entity of the First Nations Health Council)
1205 - 100 Park Royal South,
West Vancouver, BC V7T 1A2
Phone: 604-913-2080
Fax: 604-913-2081
E-mail: jpeers@fnhc.ca

Application Deadline:

**4:00 pm Friday, February 3,
2012**



4. Audit

- Facilitate resolution of any recommendations that are suggested in the audit report
- Assist Director of Finance in preparation of working papers for audit engagement

5. Financial procedures

- Develop and maintain thorough financial procedures for the organization with an eye to efficiency and minimization of fraud
- Provide thorough analytical review of financial information
- Ensure all finance records are kept accurately and securely and in line with statutory & organizational requirements
- Ensure financial policies are being adhered to as set out in the company financial guidelines
- Review, align and monitor all internal operations in reference to internal company policies to ensure compliance and adherence by management teams

6. Team Leader Responsibilities

- Attend supervision, team meetings, training and other meetings as required
- Maintain effective working relationships with internal & external partners
- Ensure correspondence from First Nations Health Society is understood, acted upon when necessary and communicated to appropriate people where required and in a timely manner
- Oversee personal development of finance department staff
- Build and ensure professional development of the Finance team
- Participate as a member of the Team Leadership group
- Other duties as assigned by Director of Finance

EDUCATION, EXPERIENCE AND PERSONAL QUALITIES

- Successful completion of a recognized accounting designation (CA, CMA or CGA)
- Preferably 3 to 5 years as an Assistant Controller and ready to step up
- Experience working with BC First Nations organisations in a financial capacity
- Experience in managing and developing a team
- Experienced in financial and business processes to ensure efficiency and effectiveness, including the use of technology
- Highly proficient in MS Excel and Accounting Software
- Customer focus and ability to work with multiple stakeholders
- Ability to prioritize in an environment with competing demands
- Ability to work with a variety of people with a focus on customer needs
- Ability to adapt communication to effectively work with a variety of people

WORKING CONDITIONS

- Work days are Monday to Friday within normal working hours
- Flexible work hours in accordance with organizational priorities may be required