

Finance Manager

Job Description

| | |
|-------------------------|----------------------------------|
| Reports to: | Corporate Finance Officer |
| Division: | Corporate Finance |
| Business Centre: | Finance |
| Date Updated: | 2026 |

Job Scope: The Finance Manager provides strategic and professional leadership in the areas of municipal asset management and financial reporting. Reporting to the Chief Financial Officer, this position oversees professional accounting staff and asset management functions, ensuring alignment between asset sustainability, financial planning and public-sector accounting requirements. This role plays a key advisory role to the CFO and senior leadership team by translating asset, financial and risk information into clear, decision-ready analysis to support long-term financial health, infrastructure planning and Council reporting.

Key responsibilities of the job are as follow:

1. Manager responsibilities:

Leadership & Strategic Oversight

- Provide overall management of the Business Centre and its employees;
- Lead strategic planning and execution for the Business Centre;
- Set Business Centre goals and ensure accountability for achieving outcomes;
- Provide recommendations to Senior Leadership and lead execution of service levels, Business Centre plans, and the Corporate Business Plan;
- Model and promote a positive workplace culture.

Financial & Operational Management

- Develop, monitor, and analyze team budget, including GL coding, variance reporting, and business case development and presentation in accordance with Town budget cycle;
- Oversee development of service delivery reports, metrics, and statistics;
- Ensure activities are conducted in accordance with Occupational Health and Safety (OHS) and Administrative Guidelines; and
- Approve financial transactions up to \$75K.

People Management

- Supervise employees and oversee recruitment, hiring, onboarding, offboarding;
- Support employee career development and succession planning;
- Evaluate performance and address concerns, including disciplinary actions up to termination;
- Direct, monitor, and approve assigned work; and
- Pre-approve overtime, grant time off, and approve time sheets.

2. General responsibilities:

Asset Management Leadership

- Provide leadership and oversight of the municipality's corporate asset management framework, including asset lifecycle planning, capital asset registers, and amortization schedules;

- Ensure asset management plans are integrated with capital budgeting, long-term financial planning and risk management frameworks;
- Oversee the preparation, maintenance and continuous improvement of asset inventories, data quality, and asset management systems;
- Support business centres in understanding the financial implications of asset condition, risk, service levels, and lifecycle costs;
- Ensure compliance with Public Sector Accounting Standards related to tangible capital assets;

Finance Reporting & Governance

- Oversee municipal financial reporting functions within the assigned portfolio, including preparation and review of year-end working papers;
- Coordinate and present annual financial statements and audit results;
- Ensure financial information related to assets and capital programs complies with Public Sector Accounting Standards (PSAB) and applicable municipal legislation;
- Review and approve complex accounting analyses and professional judgments prepared by accounting staff;
- Support the CFO in preparing Council-ready financial reports, briefings, and presentations related to asset sustainability, capital planning, financial reporting, and financial risks;
- Contribute to the development and maintenance of financial policies, procedures, and internal controls;
- Review and implement new business processes to address growth pressures; and
- Oversee priority programs and projects, including change management initiatives;
- Lead the annual budget process; and
- Lead the annual financial statement preparation and audit processes.

Strategic & Advisory Services

- Act as a trusted advisor to the Chief Financial Officer on matters related to asset sustainability, capital funding strategies, budget, audit, and financial risk;
- Support corporate initiatives related to long-range financial planning, infrastructure strategy, and service sustainability;
- Prepare and review business cases, financial models, and scenario analyses to inform executive and Council decision-making;
- Collaborate with other departments to align financial and asset management practices with organizational priorities.

3. Other responsibilities:

- Foster a collaborative, accountable and high-performing environment;
- Provide internal and external shareholders with guidance on policies, procedures, and interpretations as needed;
- Attend Council meetings as required; and
- Special projects and initiatives as assigned.

Qualifications and required skills:

- **Education:** Equivalent to the completion of a University (bachelor) program in a Technical/Business/Scientific Field of Study and/or work. The work requires a sound understanding of the underlying theoretical principles and concepts associated with the subject area and an

understanding of the relation of these to the responsibilities of the job. This specialized training is often recognized by a degree in Finance or Accounting.

- **Certifications:** Chartered Professional Accountant (CPA) designation required.
- **Experience:** 8 or more years related work experience, as a Chartered Professional Accountant, representing continuous learning and career progression, including at least 4 years of direct supervision and leading a team experience. Experience in financial reporting, tax compliance audit and financial analysis in a municipal government setting preferred.
- Proficiency in software including financial budgeting and accounting software.
- Strong understanding of accounting principles, financial regulations, and tax laws.
- **Skills:**
 - **Leadership & Team Development** – Ability to motivate, guide, and support team members to achieve goals and foster a positive work environment.
 - **Strategic Planning & Decision-Making** – Skilled in setting objectives, analyzing challenges, and making informed decisions to drive organizational success.
 - **Communication & Collaboration** – Strong interpersonal and communication skills to effectively engage with staff, shareholders, and partners.
- Proficient with Microsoft Office Suite and position relevant software.