



RESEARCH MANITOBA
Director of Finance and Administration
Full-time, Permanent Position

About Us

Research Manitoba is the central advisory and coordinating body to oversee major provincial research investments, which further develop existing and emerging research opportunities in Manitoba. Our success is defined by the commitment of the Board of Directors and staff, and is founded on the principles of excellence, innovation, and collaboration. We offer a small, team-oriented work environment, competitive compensation and benefits, as well as opportunities for professional development and growth.

Overview

Reporting to the CEO, the Director of Finance and Administration is responsible for the comptrollership function of the organization including: Finance, Accounting, Budgeting and Payroll. This position is also responsible for corporate services including: contract process, legal issues, human resources, facilities and equipment administration.

The Director of Finance and Administration acts as the principal liaison with members of Finance and Audit Committee, of the Board, and with the Province of Manitoba on matters related to financial reporting. This position requires an individual with an excellent understanding of the strategic and operational functions of the Board of Directors and Research Manitoba, and to be adept in the application of this knowledge. This position also supports the activities of the Board of Directors through report writing and presentations to ensure they have the necessary information to meet their fiduciary responsibilities.

Responsibilities

Financial Management

- Direct and oversee all aspects of the finance and accounting functions for Research Manitoba.
- Ensure a robust financial management/reporting system for both internal and external stakeholders.
- Develop, maintain, and improve internal financial controls.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial reports and other materials.

- Oversee and lead annual budgeting and planning process; administer and review all financial plans and budgets; monitor progress and changes and keep the leadership team abreast of the organization's financial status.
- Oversee and coordinate the annual audit process, liaise with external auditors, and assess the need for any internal control changes.
- Oversee cash management functions (i.e. accounts payable, accounts receivable, bank statement reconciliations) and ensure cash flows support operational requirements.
- Manage organizational cash flow and forecasting; provide timely and accurate analysis of financial trends and forecasts.
- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner.
- Evaluate and improve processes, reporting, and infrastructure, implement new technologies to support key capabilities as required for future growth.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Assist the CEO with financial reporting as required at board and committee meetings.
- Assist all directors and managers with the preparation and management of unit budgets.
- Create and implement new standard operating procedures and protocols where necessary to improve or maintain operational and financial effectiveness of the business and remove any unnecessary operational barriers for other parts of the organization.

Corporate Services

- Oversee corporate contracting processes and related purchasing issues, office and facilities administration.
- Ensure day-to-day operational activities for these areas are efficient and effective.
- Oversee property/facility management, space planning, occupational health & safety, security, fixtures, equipment and renovations/upgrades necessary for effective operations, etc.
- Oversee the management of office space leases and other financial commitments.
- Monitor all legislation relevant to the organization to ensure that the organization is compliant.
- Review corporate consultant and other legal contracts and serve as a liaison with external legal advisors; ensure proper corporate records are kept.
- Ensure Research Manitoba complies with legal and regulatory requirements.
- Maintain corporate risk registry and appropriate insurance coverages.
- Ensure appropriate and supportive policies, processes and risk management around corporate events.

Management

- Oversee the recruitment and selection of Research Manitoba staff.
- Uses written personnel policies that clarify rules, provide for effective handling of grievances, and protect against adverse conditions.

Education and Experience

- 5-10 years of progressive professional finance experience.
- Professional CPA designation required.
- Thorough knowledge of generally accepted accounting principles for Public Sector Accounting Board standards.
- Experience in government, non-profit, or research sectors is an asset.
- Experience with SAGE financial software is an asset.
- Power user of Microsoft Office Suite including PowerPoint and Excel.

Abilities and Skills

- Motivated self-starter, process-oriented with high attention to detail.
- High standard of personal ethics and ability to ensure the behaviour of others is consistent with these standards.
- Excellent analytical, critical thinking and problem-solving skills including assessing the problem, generating well thought-out possible solutions and making recommendations.
- Excellent ability to assess situations to determine the importance, urgency and risks, and make clear and timely decisions.
- Highly organized; can set priorities, create and implement actions plans, and evaluate the process and results.
- Effective decision-maker with a track record of demonstrating innovation and results-oriented leadership.
- Ability to promote and foster teamwork and manage expectations from multiple organizational units.
- Strong relationship building skills, including the capacity to predict and manage behavior, build cross-departmental relationships within and outside of the organization as required and generate influential leadership.
- Excellent communication skills.

This job description outlines the key responsibilities for the role and is not meant to be exhaustive. Other responsibilities and tasks may be assigned or may naturally become a part of this role over time.