

JOB TITLE: Manager of Finance

DATE: January 25, 2012

REPORTS TO: Senior Director, Finance and Corporate & Shared Services
(CFO)

Division/Department: Finance

LOCATION: Toronto

PRIMARY PURPOSE:

As a Manager of Finance, the responsibilities include managing of the Finance Department and its staff, preparing and reviewing quarterly financial packages, annual strategic plan and annual business plan for senior management to facilitate decision making. Monitoring all discretionary funding , perform various corporate management responsibilities which support and advance the finance and business functions at Toronto Central LHIN (TC LHIN) and its divisions LHIN Shared Services Office (LSSO) and LHIN Collaborative (LHINC); perform cross functional and other duties consistent with the job classification, as assigned or requested.

KEY ACCOUNTABILITIES:

- Prepares on regular basis accurate financial statements, financial reports packages, briefing notes, budgets and forecasts for annual strategic and business plans for the Senior Director of Finance, the Senior Management Team, Finance and Audit Committee, and Board of Directors.
- Ensures the preparation of year-end financial statements in accordance with Canadian Generally Accepted Accounting Principles for Government.
- Key contact person to liaison with TC LHIN's divisions, external accountants and Ministry's auditors.
- Creates and produces annual business plan, investment plan and strategic plan for TC LHIN and its divisions, LSSO and LHINC ensuring compliance with corporate and MOHLTC requirements.
- Responsible for adherence to policies and procedures, as well as recommendations for appropriate course(s) of action for new policies and/or enhancements to existing policies based upon best practices.
- Responsible for providing project management for finance related and other assigned projects for TC LHIN and its divisions.
- Works with team members and acts as the subject matter expert to expedite and resolve LHIN wide payroll, accounting system issues and all financial issues.
- Responsible for the effective management of the LHIN wide payroll and benefits functions.
- Execute and monitor contracts of TC LHIN and its divisions, including writing business cases.
- Implement finance, HRIS and payrolls system for all 14 LHINs.
- Manage shared service projects, including implementing service provider's system for finance and payroll.
- Acts as key contact liaison for financial issues and financial projects for all 14 LHINs.

- Administers corporate purchase and travel cards LHIN wide.
- Acts as a liaison with the Ministry on LSSO's internal financial issues.
- Ensures adherence to internal and external policy, legislation, Ministry Directives and best practices for contracts management within TC LHIN and its divisions' operations.
- Monitors and reports on Information Technology and other Service Level Agreements between all 14 LHINs and LSSO.
- Manages day-to-day financial affairs, operations and reporting of LSSO and LHINC with strong customer focus and service
- Develops costing methodology for back office shared services together with budgeting and forecasting.
- Implements and maintains standard accounting system.
- Fulfils ad-hoc requests made by the Senior Director of Finance, other directors and/or external parties.
- Process accounts payable and intercompany transactions
- Performs other office administration duties as assigned.

YOUR PROFESSIONAL QUALIFICATIONS:

As an experienced professional, your profile will include:

Education

A Post Graduate Degree (MBA) or recognized accounting professional designation: CA, CGA or CMA.

Experience

- Minimum seven years experience with hands-on approach
- Strong experience in managing financial affairs of organization, including in financial reporting, planning, and people management
- Supervisory experience of an accounting or financial reporting team
- Superior experience in writing financial strategic plan and budget analysis comments and business cases analysis
- Knowledge and experience in handling other corporate services such as human resources, compensation, contract management, IT and procurement
- In depth knowledge of, and proven ability to establish budgeting, financial and accounting policies
- Project management experience in overseeing project initiatives for corporate services would be an asset
- Knowledge of procurement would be an asset

Competencies

- Demonstrated capacity to prioritize multiple assignments, projects, emerging issues, initiatives and priorities simultaneously under pressure with accuracy and high standards deliverables within tight deadlines.
- Ability to foster and lead an integrated team and motivate staff under management
- Ability to deal with conflict and facilitate resolution amongst staff and stakeholders
- Excellent organization skills to promote knowledge management system
- Demonstrated experience implementing accounting systems and processes and facilitating to ensure effectiveness and efficiencies

- Superior verbal and written communications skills and strong interpersonal skills to communicate with all levels, including Board of Directors, Finance and Audit Committee, Senior Management Team, staff and Ministry
- Proven track record of managing multiple functions and tasks in a fast paced environment with excellent time management and high standards of accountability
- Ability to develop and implement new programs and manage change while delivering effective program services
- Good understanding and implementation of business application software skills
- Proficient computer literacy

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