

District of Oak Bay **Position Description**

Position Title:	Director of Financial Services
Reports To:	Chief Administrative Officer
Position Description Date:	January 8, 2024
Positions Supervised:	1 Deputy Director, 1 Program Manager of Facilities and Asset Management, 7 Finance and 1 IT staff

Nature and Scope of Work:

Reporting to the Chief Administrative Officer (CAO), the ***Director of Financial Services*** will be responsible for:

- ✓ Leading the Financial Services Team for success - developing staff capacity, while streamlining operations and enhancing customer service;
- ✓ Working as an effective change agent to provide service excellence and operational optimization;
- ✓ Translating complex financial reporting into legible messages and fostering public engagement in the budget process;
- ✓ Managing Financial Services functions in the areas of accounting, financial reporting and forecasting, budgeting, operations, asset management, revenue collections, property taxation, payroll, purchasing, information technology and more;
- ✓ Leading the development, implementation and monitoring of financial policies and procedures in alignment with applicable regulations, legislation, public-sector accounting standards, best practices and industry trends;
- ✓ Developing financial plans and strategies that support the District's Strategic Priorities and the Department's mandate;
- ✓ Performing all the statutory duties as required under the *Local Government Act* and *Community Charter* as the Financial Officer, as well as acting as a District Financial Signing Officer; and,
- ✓ Oversees Asset Management program;
- ✓ Serving as Acting Chief Administrative Officer in the CAO's absence, when required.

Key Accountabilities:

Leadership and Collaboration

- ✓ Contributes to the overall leadership and culture of the District as a high functioning key member of the Leadership Team;
- ✓ Manages and supports the Financial Services' Department Team in training and development, recruitment and selection, performance management and implementation of work plans;
- ✓ Establishes an environment of cooperative teamwork while motivating staff to provide creative problem solving and innovation in approaches;
- ✓ Provides advice to the CAO, Leadership Team and Council on financial matters in relation to initiatives that support the District's financial sustainability, effectiveness and operational efficiency;
- ✓ Leads the development and execution of the Department's operational business plan, ensuring objectives align with the District's overall goals and mandate and that performance metrics are used to measure effectiveness, observe trends, and assess service levels; and,

- ✓ Collaborates with the CAO and Leadership Team to implement multi-year financial plans, budgeting and forecasting for all financial and capital resources as part of an integrated planning cycle.

Service Excellence and Innovation

- ✓ With input from the Leadership Team, and in consultation with the CAO, develops effective financial planning and management strategies for the District that are in alignment with the District's Strategic Priorities and the Department's mandate;
- ✓ Aligns financial processes to focus on enhanced service delivery, streamlining of processes and optimization of the District's performance;
- ✓ Develops creative communication pieces and approaches for complex financial matters, including but not limited to mid-year reporting, the budget process, development of the Five Year Financial Plan, asset management discussions, the Annual Report and more;
- ✓ Creates opportunities for advancing progressive approaches and process improvements to financial management and Department operations.

Local Government Expertise

- ✓ Responsible for the preparation of financial bylaws and statements, and reporting on District financial affairs for other levels of government, Council and the public;
- ✓ Ensures compliance with all Federal and Provincial financial requirements, including the Public Sector Accounting Board;
- ✓ Responsible for risk management, insurance policies and programs, internal controls and the preparation of contracts and agreements;
- ✓ Oversees the year end annual audit process and ensures that issues raised by auditors are appropriately responded to in an effective and timely manner;
- ✓ Attends evening Council and Committee of the Whole meetings;
- ✓ Performs other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Exceptional leadership and relationship building skills;
- Embraces change and innovation;
- Proven ability to inspire staff and teams to perform at their optimized level;
- Highly developed verbal and written communication skills, with excellent presentation skills;
- Outstanding interpersonal skills and ability to deal effectively with a multitude of diverse audiences and stakeholders;
- Excellent analytical, organization, problem solving and decision making skills and the ability to effectively handle a variety of competing tasks and priorities;
- Results-oriented and self-assessing, with a clear focus on measureable outputs and continuous improvement;
- Establish credibility and trust in order to build and maintain close working relationships with Council, staff and other external stakeholders;
- Strong knowledge of local government legislation and practices;
- Robust knowledge and practice of municipal financial administration with demonstrated experience in implementing best practice financial processes, financial information systems, accounting, financial planning, budgeting and financial reporting.

Qualifications and Experience:

- Certified Professional Accounting designation (CPA);
- At least 10 years of experience with multiple years of related senior level financial management experience. Experience overseeing information technology an asset;
- Experience in Asset Management preferred.

