



## NON-CONTRACT ROLE DESCRIPTION

**JD4674**

<b>ROLE TITLE:</b>	Manager, Financial Controls & Processes	<b>ROLE DESCRIPTION NO.:</b>	4674
<b>DEPARTMENT:</b>	Financial Operations & Reporting	<b>HEABC REFERENCE NO.:</b>	18721458
<b>REPORTING TO:</b>	Executive Director, Financial Operations & Reporting or Designate	<b>HSCIS CODE:</b>	07020
<b>CLASSIFICATION:</b>	NCEM/Range 9	<b>JOB CODE:</b>	91363

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Manager, Financial Operations provides expertise in establishing financial controls and financial processes at the operational levels of Island Health. Primary responsibilities include preparation and documentation of the financial controls processes, risk assessments, design and implementation of processes and controls and evaluating, reporting and resolving control deficiencies to ensure the design adequacy and operating effectiveness of financial controls at an operational level. Working closely with leaders across the organization, this role will identify opportunities to improve processes, propose changes and strategies for improvement and be responsible for the successful implementation of the changes.

### DUTIES AND RESPONSIBILITIES:

1. Drive process improvement, financial controls and automation through cross-functional collaboration, including all activities necessary to conceive, qualify, plan and launch a new process or solution.
2. Hires, trains, and evaluates staff. Coaches and supervises, conducts performance appraisals; responsible for discipline up to and including termination. Interprets and applies the terms and conditions of employment for non-contract staff.
3. Develop Group policies for controls and control objectives for core financial reporting processes.
4. Work with process owners to scope, design, and implement controls to address key risks and ensuring design adequacy and operating effectiveness of financial controls
5. Prepare and deliver status updates and presentations to internal stakeholders.
6. Conduct interviews and facilitate workshops with stakeholders to validate requirements and proposed changes to business process.
7. Identify, assess, document and monitor business processes that affect the financial process/workflow, including the use of process narratives & flowcharts.
8. Develop financial process improvement procedures and monitoring and reporting on process performance and adoption across the organization.
9. Analyze current process standards and metrics in order to identify financial controls and provide solutions for improvements, updating and maintaining documentation on process improvements and performance.
10. Perform data gathering, root cause analysis, and performance trending in order to develop appropriate process control changes.

11. Analyze and document dependencies between new and existing processes and identify opportunities for improvements.
12. Serve as a change agent for transitioning business stakeholders to new ways of working.
13. Develop and deliver training and training materials for business process owners on a regular basis to build knowledge, provide updates and improvements for guidelines, processes and procedures with an understanding of financial risks and controls.
14. Actively seek uniformity and automation of controls across the organization through efficient use of financial systems and innovative technology to enhance and continuously improve the design and effectiveness of controls.
15. Develop and implement the controls testing process, including conducting reviews and testing of financial process controls compliance by process owners along with monitoring and overseeing the remediation of deficiencies identified.
16. Ability to manage multiple projects and communicate with different cultures and levels within the organization.
17. Provide ad hoc reports and status on above responsibilities.
18. Help to inspire a creative learning environment while fostering big ideas.
19. Serves as a catalyst for continuous business process improvement.
20. Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Bachelor's degree in a relevant discipline (i.e. Accounting, Finance) with a minimum of seven (7) years' recent, related experience in financial planning and business support role including auditing, a Chartered Professional Accountant designation, or an equivalent combination of education, training and experience.

### **Skills And Abilities**

- Strong understanding of accounting and financial processes including risk and financial controls;
- Ability to understand and apply laws, regulations, and compliance requirements;
- Ability to define problems, collect data, establish facts and draw conclusions;
- Excellent organizational skills with ability to multi-task and accurately work in a fast-paced environment with tight deadlines;
- Excellent verbal and written communication skills with effective listening and presentation skills;
- Demonstrated track record of making analysis-supported recommendations and leading cross-functional change;
- Proven strong critical analytical abilities, thinking skills, a history of innovative thought;
- Effective/collaborative leadership style with strong influencing skills;
- Agility and ability to work effectively both as part of a team and independently;
- Physical ability to perform the duties of the position.

LEADS in a Caring Environment Framework: <https://www.leadscanada.net/site/framework>