



POSITION DESCRIPTION

POSITION TITLE: Director – Financial Planning **DEPARTMENT:** Finance
CLASSIFICATION: Management **APPROVED BY:** Regional Lead – Corporate Services & CFO
UNION: Non-Union **DATE APPROVED:** October 25, 2023

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Regional Lead – Corporate Services & CFO
POSITIONS SUPERVISED: Business & Finance Analysts, Accounts Payable Manager

POSITION PURPOSE

Reporting and working closely with the Regional Lead - Corporate Services & CFO, the Director – Financial Planning ensures the efficient and accurate function of financial processes within Southern Health-Santé Sud.

Through a collaborative approach, the Director – Financial Planning provides leadership for financial and statistical recording and reporting processes, including budgeting preparation. This position also supports organizational accountability and data quality by facilitating the implementation of regional finance best practices, monitoring and analyzing ongoing financial operating results, and providing recommendations for the resolution of finance issues.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Responsible for ensuring standardized financial and accounting processes across the organization that are executed in accordance with the organization's policies, procedures and controls.

- Responsible for the coordination and preparation of accurate and transparent financial reporting and analysis for presentation to Senior Leadership, the Board of Directors, Manitoba Health, and other stakeholders.
- Primary contact with Manitoba Health for funding and reporting matters.
- Responsible for finance related statistics, indicators, metrics and analytics as required by the organization or external stakeholders.
- Provides leadership to the Business & Finance Analysts to enhance relationships with Senior Leadership, Directors and Managers.
- Assists in the development of regular reporting analysis to communicate performance areas for improvement, and ensure consistency of financial processes.
- Develops and manages the process to prepare the annual financial operating budget. Develops and manages the process to track all funding designated for the organization and work with Manitoba Health to monitor the provincial funding envelope.
- Evaluates external factors that could impact the long-term financial plans established by the organization.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. To be defined

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Chartered Professional Accountant (CPA) designation

KNOWLEDGE REQUIRED:

- Strong knowledge of the health care industry and public sector accounting

EXPERIENCE REQUIRED:

- Minimum 10 years of finance, accounting and general management experience
- Minimum 5 years of managing a finance or accounting team
- Knowledge of and experience in implementing best practices in the finance and accounting area

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability to lead a team of finance professionals

- Demonstrated ability to standardize processes to bring consistency and clarity to transaction accounting and other finance and accounting processes
 - Demonstrated strong technical accounting and related software skills
 - Demonstrated ability to develop, coach staff and set priorities on a broad scale
 - Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
 - Proficiency of both official languages is essential for target and designated bilingual positions
 - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
 - Demonstrated ability to meet the physical and mental demands of the job
 - Good work and attendance record
 - Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
 - All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
 - Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00
-

WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions
 - May work occasionally evenings and weekends as necessary
 - Will be required to travel to other regional facilities as the position duties may require
-

SALARY SCALE:

Confidential

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.