



CITY OF COLWOOD JOB DESCRIPTION

TITLE: DIRECTOR OF FINANCE
DEPARTMENT: FINANCE
POSITION TYPE: EXEMPT POSITION
LAST UPDATED: NOVEMBER 2019

NATURE AND SCOPE OF WORK

Reporting to the Chief Administrative Officer, the Director of Finance (the Director) is the City of Colwood's municipal officer assigned the responsibility of financial administration, pursuant to section 149 of the *Community Charter*. As a trusted advisor, the Director is responsible for the leadership and management of financial initiatives, policies and procedures that will enable the City to meet its strategic and operational goals and objectives, while minimizing the organization's exposure to risk. The Director is responsible for the direction and oversight of the activities of the Finance and IT Departments in the areas of, but not limited to, financial planning and reporting, asset management, property taxation, investing, payroll, purchasing, risk management and information technology.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Provides financial strategic oversight for the development and evaluation of short and long-range service objectives to ensure alignment with the strategic direction of the City.
2. Develops, implements and evaluates financial and strategic plans, goals and objectives for departments consistent with the mission and strategic plan of the City.
3. Participates as a member of the City's leadership team to ensure fully integrated, high quality and cost-effective service is delivered.
4. Leads 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.
5. Leads the development and implementation of debt and internal borrowing strategies, and investment strategies and processes.
6. Ensures policies and procedures minimize the organization's exposure to risk. Provides direction and oversight for the City's insurance requirements.
7. Prepares financial reports on the City's financial affairs for other levels of government, council and the public. Translates complex financial reporting into legible messages and fosters public engagement in the budget process.
8. Liaises with external bodies (including senior governments and agencies).

9. Develops, prepares and finalizes the Five-year Financial Plan Bylaw.
10. Develops, prepares and finalizes the annual Property Tax Rate Bylaw.
11. Provides leadership to the Finance and IT Departments through coaching, mentorship and performance management. Ensures continued staff development, education and training is provided, within budget guidelines, to maintain staff at a high level of knowledge and skill.
12. Monitors and evaluates the achievement of service objectives for the Finance and IT Departments. Consults and negotiates with other departments in order to improve service, streamline processes, provide professional advice, reduce costs, facilitates consensus and resolve issues.
13. Interprets and applies the collective agreement for unionized team members. Represents the Employer in labour relations matters and determines the disposition of grievances in consultation with Human Resources.
14. Responsible for safe work practices by exercising due diligence and understanding the role of WorkSafe BC and the statutory and regulatory requirements. Promotes safety through active participation in all aspects of Occupational Health & Safety programs including regular inspections, safety meetings, investigations and safety events as it relates to the finance team.
15. Performs statutory duties as required under the *Local Government Act, Community Charter*, or other applicable legislation.
16. Performs other related duties.

SKILLS AND ABILITIES

1. ACCOUNTABILITY

- a. Takes personal ownership and responsibility for the quality of work delivered.
- b. Demonstrates reliability and integrity.
- c. Demonstrated ability to work effectively under pressure, and with a high degree of independence.

2. LEADERSHIP & ENGAGEMENT

- a. Demonstrated leadership ability and highly developed interpersonal and communication skills.
- b. Proven ability to inspire staff and build high-functioning teams.
- c. Outstanding interpersonal skills and ability to deal effectively with a multitude of diverse audiences and stakeholders.
- d. Able to develop and nurture an environment where quality improvement principles are embraced and used on a continuous basis.
- e. Shows common sense and intuitive judgement abilities.
- f. Able to create and nurture effective work teams.



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3. COMMUNICATION & PRESENTATION

- a. Creates a positive first impression with confidence and respect.
- b. Conveys information with consistency and clarify.
- c. Able to effectively interact with and influence individuals.
- d. Politically astute to Council issues.

4. SERVICE ORIENTATION

- a. Enables exceptional service delivery to both internal and external customers.
- b. Results-oriented and builds value in the work conducted and results achieved, with a clear focus on measurable outputs and continuous improvement.
- c. Excellent organizational skills including the ability to prioritize workload and meet deadlines.
- d. Ability to apply professional judgement.

Physical ability to perform the duties of the position.

MINIMUM TRAINING, QUALIFICATIONS AND EXPERIENCE REQUIRED

A level of education, training and experience equivalent to a Certified Professional Accountant (CPA) designation and ten (10) years' experience in local government, which includes senior leadership and departmental management experience.

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.