



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

Head, Finance

Job ID 19-968-09-046-4267
Web Address <https://careers.indigenous.link/viewjob?jobname=19-968-09-046-4267>
Company CSIS
Location Ottawa, Ontario
Date Posted From: 2019-04-10 To: 2050-01-01

Description

Closing Date 2020-08-19
Reference Number 19-968-09-046
Job Category Experienced
Who Can Apply Canadian Citizens

Location Ottawa, Ontario
Burnaby, British Columbia

Salary Range \$89,400 - \$108,820
Status Indeterminate (permanent) or Term
Language Requirement Various

Job Summary

Major responsibilities may include, but are not limited to the following:

- Manage the activities of the Unit by developing objectives, setting priorities and developing/implementing procedures.
- Supervise and mentor employees to ensure tasks are conducted in an efficient and effective manner. Promote initiative, provide feedback, and evaluate work performance.
- Manage the financial resource planning, allocation processes and expenditure reviews by coordinating all financial forecasting and reviews of the region/branch.
- Monitor budget inputs, adjustments and expenses in the Service corporate financial management system.
- Act as a resource person by providing advice on financial issues to managers and liaising with stakeholders on policy interpretation and financial authority issues.
- Conduct a continuing review and evaluation of the program by recommending annual budget and resource requirements.
- Provide guidance to managers on budgets and planned expenditures.
- Ensure ongoing effective communication and working relationships between the unit and other Service regional and headquarters counterparts.
- Collect and analyze financial and non-financial data from multiple sources to develop and propose solutions/recommendations in support of sound decision making.
- Participate in internal or external working groups on major financial initiatives.

Education

- Undergraduate degree with specialization in accounting, finance, business administration, commerce, management or economics;

OR

- One of the following recognized professional accounting designations: Chartered Accountant (CA), Certified General Accountant (CGA), Certified Management Accountant (CMA) or Chartered Professional Accountant (CPA).

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense from an accredited learning institution recognized in Canada. NOTE: Any higher level of education in a related field of study could be recognized as experience.

Experience

Two (2) years of experience in at least 2 of the following areas:

- Financial Planning and Analysis
- Corporate Budgeting
- Internal Controls
- Financial Management Advisor
- Financial Policy
- Financial Systems and Reporting
- Accounting Operations

Candidates must also possess:

- Experience in providing advice and making recommendations used by senior management to inform decisions. Your cover letter must provide the details of three experiences that clearly explain the issue, your advice and recommendation, and the potential or realized outcomes of the decision taken.
- Experience preparing briefing materials, reports, and presentations for managers.

ASSET:

- Experience in a Finance role as an FI-02 or FI-03 in the Federal Public Service.
- Experience representing the organization in liaising with central agencies (TBS, Department of Finance, PCO).
- Experience developing costing models.
- Experience developing or playing a challenge function on Cabinet documents (TB Submissions, Memorandum to Cabinet, Federal Budget Submission).
- Experience in a supervisory role.

Competencies

- Create vision and strategy
- Mobilize people
- Collaborate with partners and stakeholders
- Promote innovation and guide change
- Achieve results
- Uphold integrity and respect

Conditions of Employment

- Upon appointment, an employee shall remain in their new position for two (2) years.
- Flexible work schedule may be needed.

Notes

Next Steps: Step 1: We will evaluate your cover letter to see if you meet each of the education and experience criteria - so be clear! Step 2: We will send you for some important evaluations and exams. Step 3: You will proceed through the security screening process. Details on exams: Some assessments will be conducted by the Public Service Commission of Canada - Personnel Psychology Centre (PPC). The first assessment "840 Middle Management Situational Exercise" will evaluate a candidate's general ability to manage. This is a multiple choice exercise developed and administered by the PPC which will serve as an initial screening tool. A description of the test as well as sample questions are available on the PPC website. If successful in the 840, candidates will be invited to continue with the assessment process through an invitation to complete the "428 Supervisor Simulation Exercise", an assessment tool developed and administered by the PPC to evaluate the following competencies:

- Create vision and strategy

- Mobilize people
- Collaborate with partners and stakeholders
- Achieve results

Please note: If you have successfully completed the 862 simulation exercise with PPC please advise us. Language Requirement :

- Bilingual Non-Imperative (BBC) - Ottawa, Ontario
- English Essential (EE/AE) - Burnaby, British Columbia

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Head, Finance