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:
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Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Head, Finance

Job ID	**20-968-09-053-9259**	
Web Address	https://careers.indigenous.link/viewjob?jobname=20-968-09-053-9259	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2021-02-19	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2022-03-02
Reference Number 20-968-09-053
Job Category Experienced
Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range $95,350 - $116,060
Status Indeterminate (permanent)
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.
- Financial management advisory services such as: 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 through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

Experience

Two (2) years of recent experience (acquired within the last 5 years) 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.

- 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 formal or informal supervisory role.
- Experience providing financial support and advice for an operational program.

Competencies
Evaluated during the written exam:
- Promote Innovation and Guide Change
Evaluated during the interview:
- Create Vision and Strategy
- Mobilize People
- Collaborate with Partners and Stakeholders
- Achieve Results
- Uphold Integrity and Respect

Conditions of Employment

- Upon appointment, an employee shall remain in the Branch or Region for a period of one year before any lateral movement outside of the Branch or Region.

Notes
While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home. A written exam will be used as part of the overall assessment combined with the competency-based-interview. Salary is commensurate with qualifications and experience. Successful candidate may be eligible to the Financial Officer Retention Allowance once they have reached the maximum of their salary scale. The Financial Officer Retention Allowance for this position is paid at a rate of 5% of the employee's basic annual salary.

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