

# Finance Manager

---

## Position Details

---

### Position Information

<b>Position Title</b>	Finance Manager
<b>Department/Unit</b>	Research Services
<b>Research Project</b>	Ocean Frontier Institute
<b>Location</b>	Halifax
<b>Posting Number</b>	GP33-19
<b>Employee Group</b>	Grant-Paid
<b>Position Type</b>	Term
<b>Duration of Contract (if applicable)</b>	2 years with possibility of renewal
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	Commensurate with qualifications and experience (35 hours per week)

### About the Organization

The Ocean Frontier Institute (OFI), headquartered at Dalhousie University with partner institutions Memorial University of Newfoundland and University of Prince Edward Island, is an international hub for ocean science research and developing solutions for safe and sustainable ocean development. The OFI is supported with a \$93.7 million award from the Canada First Research Excellence Fund and an additional \$125 million from partners in Canada, the United States, and Europe.

### Job Summary

Reporting to the Chief Administrative Officer, the Finance Manager will be responsible for the administration, management and financial reporting of all research accounts associated with the OFI.

### Key Responsibilities

- Plan, prepare, forecast, administer, control, analyze, reconcile and report on grants, budgets, funds and accounts (operating, research funds, grants, contracts).
- Monitor funds to ensure that monies are spent in accordance with University and research sponsor policies, procedures and agreements with primary responsibility for the compliance and eligibility of the financial transactions.
- Contribute to the establishment of mechanisms for measuring progress against documented priorities and performance targets as related to financial and quantifiable results.
- Liaise effectively with national funding agencies, Dalhousie Research Services, and Financial Services, OFI researchers, and other partners including the Financial Services departments at Memorial University of Newfoundland and University of Prince Edward Island, ensuring agency guidelines and university policies are followed.
- Prepare all financial reporting and analysis, including multi-year operating budgets and forecasts, as required for internal and external audiences including governance bodies, OFI executive, Dalhousie University, donors and partners.

- Develop and implement best practices, policies, and procedures for the administration of OFI funds. Oversee the business processes, ensuring proper systems of internal control and monitor the financial activity of funded projects.

**Note**

Travel will be required a few times per year.

**Qualifications**

Undergraduate degree in Business/Commerce, Accounting (or related field) with a minimum of five years related financial administration experience (or equivalent combination of training and experience) is required, preferably in a university environment. Professional accounting designation (CPA/CMA/CGA) is preferred and management accounting experience is strongly preferred. Familiarity with the CFREF administration guide would be a strong asset. Must have well developed analytical, problem-solving, decision-making and communication skills. Advanced proficiency in Excel is required. Must be capable of meeting professional challenges in a busy, deadline-driven environment. Must be able to work effectively in a team environment and have the ability to develop and maintain effective working relationships with multiple levels of partners, internal and external to the university.

**Additional Information**

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a voluntary RRSP, health and dental plans and an employee and family assistance program.

**Application Consideration**

**Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

**Posting Detail Information**

<b>Number of Vacancies</b>	1
<b>Open Date</b>	08/30/2019
<b>Close Date</b>	09/16/2019
<b>Open Until Filled</b>	No

**Special Instructions to Applicant**

**Quick Link for Direct Access to Posting** <http://dal.peopleadmin.ca/postings/2022>

---

## Documents Needed to Apply

---

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter