



Senior Financial Officer

FI3 Financial Officer 3

Regular Full Time

Manitoba Legislative Assembly

Finance Branch

Winnipeg MB

Advertisement Number: 10724

Salary(s): FI3 \$ 62,546 - \$ 75,066 per year

Closing Date: March 29, 2024

The incumbent of this position is an employee of the Legislative Assembly.

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, visible minorities and persons with disabilities.

Introduction:

The Legislative Assembly is looking for a Senior Financial Officer to provide professional, effective and responsive financial services to the Legislative Assembly and its Independent Offices.

Conditions of Employment:

- Must be legally entitled to work in Canada
- The incumbent must be, and remain, politically non-partisan in both perception and fact
- Must provide and maintain a satisfactory Criminal Record Check

Qualifications:

Essential:

- Relevant post-secondary education in Accounting, Business, or enrollment at the mid-level Chartered Professional Accountant (CPA) Program, and several years of related experience. An equivalent combination of education and experience may be considered.
- Operational understanding of accounting standards and demonstrated experience working with accounting principles/concepts and adhering to accounting policies.
- Operational understanding of accounts payable procedures and disbursements best practices, including exercising sound judgment to ensure payable transactions are reasonable, program related, and properly authorized.
- Monitoring financial processes and internal controls, interpreting, and applying policies or legislation, and/or conducting reviews to assess compliance. Ability to implement required process improvements and/or transition to new work.
- Ability to analyze financial processes, develop efficiencies and initiate constructive solutions.

- Excellent communication, interpersonal skills, and political acumen required with the ability to work with different offices and roles within the Assembly and its Independent Offices.
- Strong organizational and time management skills with keen attention to detail and commitment to excellence.
- Ability to solve problems, be a team player, be flexible and capable of working in a changing work environment with many deadlines.
- Experience with SAP financial modules or other complex financial systems.
- Extensive experience with Microsoft Office Suite (Excel, Word, PPT, MS Teams, etc.) with emphasis in Excel for data sorting and manipulation, including the use of formulas and pivot tables.

Desired:

- Operational understanding of SharePoint preferred.

Duties:

Reporting to the Manager of Financial Services, the Senior Financial Officer is responsible for managing the accounts payable function for the Assembly and its Independent Offices. Review and approvals of day-to-day accounts payable transactions and exceptions, which includes evaluating accuracy and reliability of accounts payables reporting.

The position includes providing direction and mentoring of colleagues within the Financial Services team and acts as a resource to support Assembly management and its Independent Offices in exercising comptrollership. This incumbent takes on a leadership role that includes oversight of all disbursements, revenues, and recoveries, and assists the Manager of Financial Services with the development of the Annual Estimates of Expenditure, Capital and Revenue for the Assembly and financial reporting.

Apply to:

Advertisement No. 10724
Manitoba Legislative Assembly
Human Resource Services
302-386 Broadway
Winnipeg MB, R3C 3R6
Phone: 204-945-7279
Fax: 204-948-3115
Email: hr@legassembly.mb.ca

Competitive process: The competition will include a board interview and a comprehensive written assessment. The successful candidate will be subject to a six (6) month probationary period.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the advertisement number and position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

We thank all who apply and advise that only those selected for further consideration will be contacted.