



**FINANCIAL OFFICER (TERM September 2006 - July 1, 2007 - 10 months)
FINANCIAL ANALYSIS & YEAR-END AUDIT SUPPORT
FINANCE & ADMINISTRATION
2014 Commonwealth Games Candidate City Society**

Halifax 2014 commonwealth Games Bid Committee invites applications for the position of **Financial Analysis & Year-End audit Support**

Reporting to the Senior Director, Finance and Administration, the Financial Officer provides high quality advice, analysis and support of the Halifax 2014 Bid team in a variety of finance related areas. The Financial Officer works closely with the management team of the Society, as well as the bookkeeper and consultants to provide financial research and analysis in support of Society objectives and decision making. As well, as an integral member of the Bid team, the Financial Officer participates in ensuring that outcomes contained in the project plan are achieved.

DUTIES AND RESPONSIBILITIES

- Collects and analyzes information and presents findings on complex issues, carrying out or coordinating research as required and preparing reports.
- Identifies and researches best practices. Processes problems into solutions or new opportunities.
- Keeps abreast of program/business trends, seeks opportunities to assist Halifax 2014 management and staff to do their business in the most effective ways possible.
- Reviews accounting routines within the Society to ensure they are operating as intended and leads any remedial action that may be required.
- Carries out analysis and costing of alternatives in support of corporate decision-making
- Actively participates on various committees or advisory groups as representative of Finance
- Reviews and develops financial policy in conjunction with other Finance and Society staff.
- Assembles and verifies documents and information in support of the preparation of the regular monthly, as well as the annual, accounting reporting requirements and other reports as required and works with the external auditors to ensure an efficient and timely completion of the annual external audit.
- Promotes a strong service orientation monitors service performance, and ensures that high standards of service and satisfaction are achieved.
- Other duties may be assigned as required.

SUMMARY OF QUALIFICATIONS

Qualifications

Education

- Post secondary degree in Business or Public Administration, or related field, as well as professional accounting designation (CA, CGA, CMA) or suitable combination of formal education and experience. Four to six years of broad financial management experience.

Experience

- Thorough knowledge of financial records and systems, with demonstrated ability to analyze and interpret complex accounting, financial and statistical reports. Sound knowledge of corporate financial modelling and the latest financial management technology.

Competencies

Analytical Thinking
Business Mindedness
Customer Service Orientation
Teamwork & Cooperation
Organizational Awareness
Conceptual Thinking
Communication

HOURS OF WORK: Monday to Friday - office hours generally 8:30 to 5pm.

SALARY: Salary will be commensurate with education and experience.

A complete job description is available at: www.halifax.ca/hr/jobs.html.

While we thank you for your interest in employment with the Halifax 2014 Commonwealth Games Bid Society, only those candidates selected for an interview will be contacted.

For interested internal secondment candidates of the Province of Nova Scotia or the Halifax Regional Municipality, authorization must be obtained from your immediate supervisor, prior to interviews being scheduled, of their approval to support your secondment should you be the successful candidate. .

Interested and qualified applicants are asked to submit a resume and a covering letter quoting the competition number by **Tuesday, September 5, 2006**, to Judi Rice, Senior Administrator, **E-mail:** ricej@2014halifax.com , **Drop off:** Halifax 2014 Commonwealth Games Candidate City Society, 99 Wyse Road, Suite 1150, Dartmouth or **Mail to:** PO Box 1749, Halifax, NS B3J 3A5 or **Fax to:** 490-7488. **24-Hour Access: Job Information Line - Internal 490-4310.**

Please reference Competition # 06-011
Closing date: September 5, 2006