



Forestry Innovation Investment

JOB DESCRIPTION

TITLE: MANAGER, FINANCE & CONTRACTS

INCUMBENT: VACANT

SCOPE:

The mandate of Forestry Innovation Investment (FII) includes working with the forest industry and other government agencies to raise awareness of, and demand for, B.C. forest products at home and abroad.

Reporting to the Director, Corporate Finance, and working closely with the CFO, the incumbent:

- provides corporate contract management services to FII Vancouver, and oversight to FII China, FII India, and a branch office in Vietnam;
- facilitates program delivery by providing a linkage to the financial reporting systems and spending forecasting of the programs directors and managers;
- collaborates and provides analytical support and financial reporting on the recipient funding programs.

POSITION PURPOSE:

To ensure consistent and compliant contract and financial management organization-wide and to provide a critical linkage between program management and the financial management system.

KEY ACCOUNTABILITIES:

CONTRACT MANAGEMENT: (40%)

- Prepare or provide oversight for all agreements and amendments (PSA, LOA, PO's, etc.) in compliance with established company policies and procedures;
- Ensure all appropriate documentation, as per company policies, is completed and attached to contract files, including: contract checklist, contract approval forms, etc.;
- Conduct all appropriate background checks on contractors including WCB and incorporation documentation;
- Follow-up with project managers with any questions or inquiries regarding missing information;
- Obtain and ensure appropriate signatures and approvals are in place;
- Create and maintain appropriate control logs for all agreements entered into in coordination with the Accountant and in collaboration with the Director, Corporate Finance;
- Work with project managers to ensure contract deliverables and completion dates are on track in advance of contract expiry and make the necessary amendments where indicated;
- Obtain a contract evaluation from project managers upon completion of contracts for contract closure;
- Manage FII's competitive vendor selection process including: tracking all ITQ, RFP and RFQ's received; prepare the evaluation packages; create files; file the evaluation results and send out letters to respondents;

- Manage the Qualified Suppliers lists and ensure all required processes are followed and proper records are maintained;
- Provide oversight and advice to the managers responsible for the contracts in FII China, FII India and Vietnam.

FINANCIAL MANAGEMENT: (35%)

- Reconcile budgets, expenditures and forecasts to monthly/annual financial management reports (costs and budget report) as directed by the Director, Corporate Finance;
- Monitor, analyze and update budgets and forecasts for program managers and directors;
- Interpret FII procurement policies to ensure contract commitments and expenditures are made in accordance with financial policies as set out in the company's policies and procedures;
- Facilitate projects by gathering quotes, assist with the competitive tendering processes;
- Manage overall contract and financial administration in accordance with FII policies and procedures;
- Assist with year-end working papers and schedules;
- Prepare schedules for regulatory reporting (i.e. StatsCan Service and Equipment Reporting, Carbon Reporting, etc.);
- Other duties as assigned by the Director, Corporate Finance.

RECIPIENT FUNDING PROGRAM(S) SUPPORT: (25%)

FUNDING ADMINISTRATION

- Facilitate recipient program administration in the Call for Proposal processes and coordinate the review process, including logistics for evaluation team meetings;
- Maintain an accurate receipt log of funding proposals and record of proposal funding outcomes;
- At the direction of the Manager, Market Investments, manage all recipient agreement files from inception to closure, ensuring files are well organized, consistent, complete and file for completion as per the provincial government standards;
- Support staff with scheduling and background documentation for reporting and audit purposes;
- Train to be "Master Administrator" user of the online funding management system (FMS) in order to better support the Recipient Funding program.

FINANCIAL MANAGEMENT

- Provide financial support services to the Manager, Market Investment and the Directors in preparing recipient funding contracts in compliance with established financial policies and procedures to ensure coordination and linkages between recipient funding program administration and corporate financial reporting;
- Provide assistance with (or prepare?) interim reporting and advances by tracking all received interim and annual reports, preparing confirmation letters, interim advance letters and year-end reconciliations while verifying the accuracy of reporting in agreement with the financial policies, budgets and contract terms;
- Identify cash management requirements for recipient funding advances;
- Analyze budgets, research data and strategies to assist in the call for proposals, contract management and financial reporting as required;
- Provide analytical support on request to collate data relative to recipient programming.

EDUCATION AND EXPERIENCE:

- ☑ Post-secondary education in Commerce, Administration, Accounting/Finance, Project Management or similar area of study augmented with a minimum of 7 years' experience in a similar role; or a combination thereof;
- ☑ Accounting designation preferred (would fit a recent CPA graduate);
- ☑ Experience using Quickbooks or other accounting or integrated ERP systems or software;
- ☑ Experience managing sensitive issues with tact, diplomacy and good judgment;
- ☑ Experience in the preparation of contracts, contract administration and procurement activities;
- ☑ Experience contributing to improvements in the contract and financial standards and procedures.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- ☑ Advanced computer literacy with excellent typing, formatting, and experience in MS Office Suite of products (advanced excel level required);
- ☑ Strong written and oral communication skills;
- ☑ Ability to work in a team environment, take initiative, assess priorities and multi-task, competently perform a variety of activities with a high level of accuracy and in a fast-paced work setting;
- ☑ Excellent organizational and time management skills;
- ☑ Ability to meet deadlines and to pay constant attention to detail;
- ☑ Ability to prioritize own workload and take initiative;
- ☑ Problem solving skills and flexibility;
- ☑ Ability to contribute as a valuable team member.

CORE COMPETENCIES:

ANALYTICAL THINKING

- Ability to comprehend a situation, break it down into components and identify the underlying complex issues. This implies the ability to systematically organize and compare various aspects of an issue and determine cause-and-effect relationships to resolve problems in a sound, decisive manner.

BUSINESS ACUMEN

Ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the customer's and the organization's business needs.

CONFLICT MANAGEMENT

Ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within and outside the organization.

IMPACT / INFLUENCE

Ability to influence, persuade or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

IMPROVING OPERATIONS

Ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the organization. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.

INITIATIVE

Identifying a problem, obstacle or opportunity and taking appropriate action.

PLANNING, ORGANIZING, COORDINATING

- Proactively planning, establishing priorities and allocating resources appropriately. It is expressed by developing and implementing increasingly complex plans and involves monitoring and adjusting work to accomplish goals and deliver according to the organization's mandate.

PROBLEM SOLVING/JUDGMENT

- Ability to analyze problems systematically, organize information, identify key factors and underlying causes and generate solutions.

ORGANIZATIONAL AWARENESS

- Understands the relationship of organizational structures and the cause and effect between one person's job and others.

TEAMWORK

- Ability to work cooperatively, participate fully, involve and encourage others, contributing to a cohesive team environment.

SERVICE ORIENTATION

- Implies a desire to identify and serve customers, focusing one's efforts on discovering and meeting their needs.

RESULTS ORIENTATION

- The concern for surpassing an established standard of excellence.