

WEST HALDIMAND GENERAL HOSPITAL

J O B P O S T I N G

Posting No: 2021-83
JOB TITLE: Manager of Finance
STATUS: Full-time

Date: Sept. 2, 2021

Manager of Finance

The **West Haldimand General Hospital** (WHGH) is a rural community hospital located in the beautiful town of Hagersville, and is a scenic 35 minute drive to Brantford and Hamilton. West Haldimand has a 23 bed acute care Inpatient Unit, 24/7 Emergency Department, Ambulatory clinics and provides perioperative services for same-day surgical patients.

Reporting to the Director of Finance, the Manager of Finance will provide leadership to the organization in attaining its goals and objectives by providing detailed financial and statistical analysis and management of the WHGH Finance team. The Manager of Finance will lead the Finance Department to work in accordance with our Mission, Vision and WHGH values of innovation, compassionate communication, accountability, respect and excellence.

Duties & Responsibilities:

1. Provide day to day supervision and leadership of the WHGH Finance Team.
2. Prepare and maintain financial statements and reconciliations of the organization.
3. Provide supporting documents and working papers to support financial statements, liaising with auditors as required.
4. Lead the budget process, including input of annual budgets.
5. Fulfil monthly, quarterly, annual and on demand reporting to the Ministry, LHIN and other external stakeholders.
6. Using a team approach, select, develop, motivate and recognize staff achievements.
7. Participate as an active member of the Leadership Team.
8. Provide functional guidance to managers and multi-disciplinary teams/committees, including project teams.
9. Conduct ad hoc data collection, benchmarking, analysis, and reporting.
10. Ensure that staff work safely and in accordance with legislation and the policies and procedures of WHGH.

Position Qualifications:

1. Professional accounting designation (CPA).
2. Post-Secondary degree/diploma in Business.
3. Demonstrated ability to provide leadership through vision, values and effective management of resources.
4. Minimum five years' experience in preparing financial statements, budgets, analyzing financial and related statistical data to identify trends, relationships and opportunities--ideally within the public healthcare sector.
5. Advanced computer and information systems skills including Excel.
6. Ability to work with large amounts of data to produce accurate, timely, concise readable reports in a fast-paced environment.

7. Effective communications skills.
8. Excellent time management skills with an ability to multi-task.
9. Demonstrates resilience, composure and a positive outlook in an environment of uncertainty and ambiguity.
10. Demonstrated ability to engage and support employees in adapting to the scope and pace of change.
11. Preference will be given to candidates having experience with MIS/OHRS, Ministry reporting and exposure to DAD and NACRS.

Interested applicants are invited to submit a cover letter and resume by September 17th to hrrecruit@whgh.ca.

IN ORDER TO ENSURE EQUAL OPPORTUNITIES DURING THE RECRUITMENT AND SELECTION PROCESS, WEST HALDIMAND GENERAL HOSPITAL PROVIDES ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES, UPON REQUEST.

For more information about WHGH and the communities we serve, please visit www.whgh.ca