



Gouvernement du Canada

Commission des champs  
de bataille nationaux

Government of Canada

The National Battlefields  
Commission



## CAREER OPPORTUNITY

Since 1908, the National Battlefields Commission (NBC), a federal government agency, has had a mandate to conserve and promote the National Battlefields Park, a breathtaking gathering place in Quebec City that includes the Plains of Abraham and Des Braves Park. As guardians of this historic urban park and its unique heritage, NBC employees work to make it a welcoming, inspiring, and inclusive space.

As part of its 2022-2025 strategic plan, “**Un espace dynamique, un patrimoine unique**”, the NBC wishes to fill a key position on its management team: the chief financial officer.

## CHIEF FINANCIAL OFFICER

Reporting to the Secretary-Director General, the chief financial officer will have a unique opportunity to guide the development of finances, procurement, and information technology for the NBC as a key pillar of the organization.

The chief financial officer will:

- Plan, organize, direct, monitor, and evaluate all activities related to financial resource management and to the organization’s information technology needs;
- Support and advise the Secretary-Director General regarding financial issues, strategic orientations, and risk management for the organization;
- Oversee modernization projects for the management, development, and technology monitoring systems to ensure these systems can appropriately respond to the changing needs of the NBC;
- Participate actively in the implementation of the 2022-2025 strategic plan with the aim of supporting the NBC in the achievement of its growth and healthy management objectives;
- Act as a member of the executive committee and participate actively in defining orientations and developing objectives for the NBC;
- Be a leader and coach to mobilize and motivate human resources towards their mission within the organization;
- Oversee documentary preparation and the work of the Financial Committee and the regular meetings of the board of directors.

### MORE SPECIFICALLY:

- Support the Secretary-Director General in the development of applications from various departments including Heritage Canada and the Treasury Board of Canada Secretariat;
- Define the orientations, objectives, priorities, and action plans for the department, based on the strategic orientations of the NBC. Ensure the development, implementation, and analysis of financial strategies the effectively fulfill the needs and business strategies of the organization;
- Ensure that the financial statements and budgets are produced in a timely manner and in compliance with the standards in effect at the NBC;

- Promote and ensure the ongoing improvement of business procedures related to administration, finances, accounting, procurement, and information technology;
- Develop and maintain a continuous process of risk management that includes the identification, analysis, and evaluation of risks, as well as related mitigation measures;
- Develop control systems and provide ongoing monitoring of those systems;
- Develop performance, financial, and operational indicators for the organization;
- Participate in the development of funding applications and liaise with government authorities;
- Optimize and develop revenue streams for the organization and oversee their operational and regulatory implementation;
- Collaborate actively to realize the full potential of philanthropy in support of the organization's mission;
- Communicate and supervise computer security and data protection requirements regarding the organization's strategic direction, priorities, and resources;
- Develop and implement projects to improve procedures and performance of the department on an ongoing basis;
- Engage and mobilize people under their leadership towards achieving personal and team objectives;
- Monitor a set of key performance indicators for the department;
- Manage financial, material, and human resources for the department.

**APPLICANT PROFILE:**

- University-level education in business administration, accounting, or finances.
- CPA certification or significant experience related to the functions of the position.
- Engaging leadership abilities with excellent interpersonal skills, demonstrating a positive influence in the workplace.
- Strong analytical skills, good strategic instincts, and good negotiation skills.
- Highly developed proactive attitude and good sense of planning and organization.
- Ability to work in a multidisciplinary team and to work on multiple issues at once.
- Political and strategic skills, independence, drive, curiosity, and creativity.
- Ten (10) years of relevant experience in a leadership role and in team management.
- Solid experience in IT management.
- Knowledge of risk management.
- Excellent communication skills in both French and English (written and spoken).
- Experience in a public institution is an asset.
- Experience in a unionized environment is an asset.

**TO APPLY:**

Interested candidates should email their resume and cover letter to [luc@blanchetrecrutement.com](mailto:luc@blanchetrecrutement.com) by Friday, December 9, 2021, at 12 pm (noon).

Employment begins as soon as possible.

Only candidates retained for interview will be contacted.

[www.ccbn-nbc.gc.ca](http://www.ccbn-nbc.gc.ca)

*The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the following designated groups when you apply: Indigenous peoples, members of visible minorities, persons with disabilities, women.*