



Employment Opportunity

Director of Finance

The Town of Port Hawkesbury is currently accepting applications for the permanent position of **Director of Finance**.

Position Summary

Reporting to the Chief Administrative Officer (CAO), the Director of Finance has overall management and direction of the financial affairs for the Town and provides strategic advice to the CAO and Council. The Director of Finance serves as a member of the Senior Leadership Team and will lead staff who administer and deliver customer service, finance, payroll, and accounting services for the Town. The person appointed to this role will act as the Chief Administrative Officer (CAO) in their absence and will also assume the leadership role with respect to IT and HR management.

Key Responsibilities:

- Lead and manage all financial functions including budget development, taxation, payroll, accounts payable/receivable, and auditing.
- Provide timely financial reporting and strategic financial advice to the CAO and Town Council.
- Administer and oversee the Town's financial systems, internal controls, and risk management processes.
- Act as a signing officer and steward of financial policies and procedures.
- Liaise with external auditors, government agencies, and stakeholders to ensure regulatory compliance.
- Contribute to corporate strategic planning as a member of the senior management team.
- Support and mentor finance staff in a collaborative and results-oriented environment.

Qualifications:

- A university degree in accounting, commerce, or business administration.
- Professional accounting designation (CPA) is required.
- A minimum of 7–10 years of progressive experience in financial management, preferably in a municipal or public-sector setting.
- In-depth knowledge of municipal financial legislation, reporting standards, and public accountability.
- Strong leadership, communication, and analytical skills, with the ability to present complex financial information clearly and effectively.



Closing Date & Applications – Qualified persons are invited to submit their CV or resume with a cover letter, in confidence to the undersigned no later than **Friday June 20, 2025, 3:00PM** to:

The Town of Port Hawkesbury

Attn: Terry Doyle, Chief Administrative Officer

Email: tdoyle@townofph.ca

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Town of Port Hawkesbury welcomes applications from Indigenous People, African Nova Scotians and other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly.