

October 23, 2023**Finance Coordinator**

Position Title: Finance Coordinator
Component: Government Services Union - PSAC
Employment type: Indeterminate
Linguistic profile: Second language [CEFR](#) level: C1
Classification: Band 11
Salary: \$107 940 to \$121 490 plus \$1 200/year bilingualism bonus
Group: Excluded Position
Location: Ottawa, On. – Candidate must be prepared to report to the Ottawa office.

Area of Competition:

1. GSU Employees;
2. Employees of the PSAC and other Components;
3. GSU membership;
4. General public;

NOTE:

- Please note that while applicants from other regions are welcome to apply, they would assume the cost and responsibility of relocation if they were successful in this process.
- In keeping with the Collective Agreement between GSU and AEU preference shall first be given to qualified applicants who are employees of the GSU, and, if no qualified applicants are identified, followed by 1) employees of the PSAC and its Components, 2) GSU members 3) the GSU membership and 4) public.

EMPLOYMENT EQUITY

The GSU as an Employment Equity employer encourages applications from equity group members. GSU is committed to the hiring of qualified candidates from the following equity groups: women, LGBTQ+, racially visible, First Nations, Métis, Inuit and persons with disabilities.

PURPOSE OF POSITION

Under the direction of the Director, Communications, Political Actions & Administration, the Finance Coordinator coordinates and directs the activities of the Financial Accounting section of the GSU.

EDUCATION AND PROFESSIONAL QUALIFICATIONS

Professional accounting designation.

EXPERIENCE

A minimum of five (5) years of significant experience in an accounting or financial reporting environment.

KNOWLEDGE

- Extensive knowledge of accounting principles, financial management practices for reporting, budgeting and analysis;
- Very good knowledge of computer software applications including e-mail, word processing, spreadsheets and database programs
- Excellent knowledge of the structure and organization of the Federal Government, the Public Service Alliance of Canada and the Government Services Union;
- Extensive knowledge of union principles, objectives and activities;
- Excellent knowledge of the GSU's By-Laws, Regulations and Policies.

ABILITIES

- Demonstrated ability in processes and systems;
- Ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature;
- Demonstrated teamwork and leadership abilities under circumstances that may be stressful or politically sensitive;
- Ability to effectively schedule tasks and assignments, to deal with competing priorities, to work independently and to remain effective during pressure situations;
- Ability to accept responsibility and work effectively without close supervision in a methodical and efficient manner, and to work cooperatively with others in a team;
- Ability to establish and maintain good working relationships with all levels of the organization, members and the public;
- Ability to communicate orally and in writing in English and French (*will be assessed*).

PERSONAL SUITABILITY

- Demonstrated management and leadership skills;
- High level of interpersonal skills and a strong ability to maintain confidentiality;
- High level of dependability and trustworthiness;
- Excellent judgement and demonstrated problem-solving, consultative and conflict resolution skills.

APPLICATION

Applicants should send a cover letter (no more than 3 pages) and their resume (no more than 3 pages) detailing how their work experience and qualifications relate to this position as this will provide the basis for screening of applications.

Please send your resume and cover letter in confidence to Dominique Barrette by 4:00 p.m. (ET) on **November 6, 2023, to the following email: barretd@psac-afpc.com**

We thank all interested candidates, however, only those selected for an interview will be contacted.

NOTE:

All applications will be reviewed by a Screening Board. The Board's determination for a written test or personal interview will be based on the contents of the application and, more specifically, qualification for education, professional qualifications and experience will be determined on the contents of the application. It will be the responsibility of applicants to include evidence of demonstrated required qualifications when applying.

Members of the GSU Component should provide their membership number to be considered in the membership level of the competition.

Please advise the Selection Board if you require any technical aids or other accommodation during any stage of the selection process.