

Director of Finance

Prince Edward Island (PEI) BioAlliance

Salary: 85-100k/year

Job Summary

Reporting to the Chief Executive Officer (CEO) of the PEI BioAlliance, the Director of Finance will lead the financial and contract administration for the BioAlliance and associated not-for-profit companies, including financial reporting, budgeting, claims preparation, analysis, and forecasting. The successful candidate will provide leadership and financial planning support to new initiatives of the BioAlliance and its partners and serve as a core member of a team providing business incubation services to start-up and early stage companies. This position requires a skilled and engaged individual that is highly motivated to grow and develop the bioscience sector of the PEI economy.

About the PEI BioAlliance

The BioAlliance is a private sector-led not-for-profit organization dedicated to building the bioscience industry on PEI. By working collaboratively with our partners, we have created a unique environment that promotes excellence in research and provides strong leadership and business support to companies at all stages.

Duties and Responsibilities

Leadership & Management

- Direct and support the operation with regards to financial planning, financial controls, financial reporting and overall financial performance of the PEI BioAlliance and related not-for-profit companies
- Collaborate with private sector clients, in a mentorship role, providing financial advice and guidance to support business planning and strategy development as well as capital formation plan development for early stage companies
- Manage implement all claim and reporting processes for all financial contributions
- Maintain and monitor insurance coverage
- Manage, monitor and negotiate various contracts
- Monitor cash balances and cash forecasts and report accordingly to the CEO

- Manage various audit processes including annual financial audit and any special audits
- Participate in the mentor training process in preparation for providing advice to clients
- Contribute to a positive work environment by proactively communicating with the CEO and other team members, leading by collaborating, motivating team members and others and, actively listening
- Manage administrative and regulatory human resources requirements i.e. payroll, benefit plans etc.
- Provide regular financial reporting to the CEO and Board
- Provide assistance to the CEO as required

Relationship Management

- Work effectively with the CEO to monitor and manage the overall financial health of the organization
- Effectively manage and direct the work of the accounting technician
- Develop and maintain positive relationships with external auditors
- Develop and manage external relationships including, but not limited to: financial institutions, lenders, vendors and suppliers

Competencies & Experience

- Professional accounting designation preferred, and in good standing with professional accreditation body
- 2 to 5 years of experience in financial management and accounting at a senior management level preferred
- Demonstrated entrepreneurial spirit or entrepreneurial success
- Demonstrated ability to analyze financial data and prepare financial reports, statements, forecasting, financial plans and projections
- Demonstrated experience as a results-oriented, strategic thinker and planner
- Experience managing financial and human resources
- Extensive experience with business plan development, critical review and due diligence
- Experience with private equity markets and capital formation strategies
- Experience with government programs and claims processes an asset
- Experience providing early stage companies financial guidance or mentorship would be an asset
- Demonstrated strength in oral, written, and presentation-style communications
- The ability to anticipate the implications and consequences of financial risks and take appropriate action to be prepared with contingency plans
- The ability to maintain a positive environment and take a leadership role in making the PEI BioAlliance an employer of choice
- The ability to work independently, take initiative and be flexible
- Be personable and operate with a high degree of integrity, transparency and professional values

Please email your cover letter and resume/CV to christopher@thedorchestergroup.ca with “Director of Finance” in the subject line.

Only those candidates selected for an interview will be contacted.

Must be presently legally entitled to work in Canada in order to be eligible for this position.

Deadline to Apply: June 15, 2019