PRINCE EDWARD ISLAND BioAlliance

Chief Financial Officer

Work Description

Location: Charlottetown, Prince Edward Island
Position Type: Full-time, permanent (a reduced FTE arrangement may be considered for the right candidate)
Reports to: Chief Executive Officer, PEI BioAlliance
Salary Range: $120,000 to $150,000 per annum, commensurate with experience

About the PEI BioAlliance

The PEI BioAlliance (PEIBA) is a private sector-led, not-for-profit organization that has spent more than 20 years helping to build Prince Edward Island's bioscience industry into one of the province's leading economic sectors.

Working in partnership with industry, academic and research institutions, and government, PEIBA supports company attraction and growth, develops critical infrastructure and talent, and advances opportunities for investment and commercialization. PEIBA also operates Emergence, a business accelerator program supporting bioscience startups and scale-ups across Atlantic Canada.

With an ambitious goal of growing PEI's bioscience sector to $1 billion in annual revenue by 2030, PEIBA is entering an important new phase of growth and development.

The organization is supported by federal and provincial funding agreements, membership and sponsorship revenue, and program and facility-related income, with a growing focus on revenue diversification and long-term financial sustainability.

The Opportunity

The PEI BioAlliance is seeking a Chief Financial Officer (CFO) to join its leadership team at an important time for the organization and the Island's bioscience sector.

Reporting to the CEO and working closely with the Board of Directors, the CFO will lead PEIBA's finance and corporate operations. This is a hands-on executive role with a broad mandate to strengthen the organization's financial sustainability, operational effectiveness and capacity to deliver on its strategic priorities.

Beyond financial oversight, the CFO will be a key partner to the CEO in advancing new initiatives, developing revenue opportunities and partnerships, and ensuring the organization has the systems, resources and discipline to support its evolving mandate.

The successful candidate will be both a strategic thinker and a practical operator - comfortable moving between long-term financial planning, strategic initiatives and hands-on operational leadership. They will also have the opportunity to play a visible role in PEI's bioscience community, engaging with industry, government and other partners.

The ideal candidate combines the following strengths:

- **Financial expertise**: a CPA who can build and run a multi-funder budget, keep claims and cash flow on track, and give the CEO and Board clear, reliable reporting.
- **Strategic planning**: the ability to look beyond annual budgets, develop financial models and business cases, and help shape a sustainable, multi-year financial outlook for the organization.
- **Operational and project leadership**: an experienced operator/project manager who brings structure, accountability and follow-through to a fast-moving team.
- **Commercial acumen**: a proactive leader who can identify, evaluate and help secure new funding, partnerships and revenue opportunities.

Areas of Oversight

The CFO's responsibilities span:

- Finance, Accounting and Treasury
- Funder Claims, Compliance and Stewardship
- Revenue Development and Financial Sustainability
- Facilities Financial Oversight and Capital Planning
- Project Management and Performance Monitoring
- Risk Management and Governance Support
- Corporate Services and Tool Stack

Key Responsibilities

Executive leadership

- Represent PEIBA with funders, partners, industry and the wider community on key strategic initiatives.
- Turn the CEO's and Board's strategic priorities into annual and multi-year operating plans, budgets and team objectives.
- Lead the operating rhythm and project discipline: planning cycles, leadership meetings, clear owners, timelines and budgets for major initiatives, and follow-through across the organization.

- Sit on the leadership team and advise the CEO on organizational strategy, risk and resource allocation.
- Support the Board and its committees on finance, audit and risk matters, including preparing materials on financial and operational performance.
- Work with the CEO and program leads to identify and pursue new revenue and funding opportunities, including federal and provincial programs, membership, sponsorship, fee-for-service and use of PEIBA facilities, and to reduce reliance on any single funder.
- Lead performance monitoring: organizational and sector KPIs, dashboards, and reporting to the Board and funders.

Finance and accounting

- Lead all financial operations: budgeting, forecasting, cash flow, financial reporting, year-end and audit.
- Oversee capital asset management (buildings and equipment), long-term capital planning and the financial oversight of capital projects.
- Lead annual and multi-year budget planning across all programs and functions, including Emergence, Infrastructure and corporate operations, and maintain a multi-year financial outlook and sustainability plan.
- Build the business cases and financial models behind new programs, partnerships and investments.
- Produce timely, accurate financial statements and variance reporting for the CEO, Board and funding partners.
- Manage treasury (cash, banking facilities, reserves and any financing) and relationships with external auditors, banking partners, legal counsel and insurers.
- Ensure compliance with CRA requirements for a non-profit organization, including the annual information return, GST/HST, and payroll remittances and slips (T4/T4A).
- Maintain sound internal controls, including delegated signing authorities and financial policies.

Funder claims, compliance and stewardship

- Manage PEIBA's portfolio of funding agreements (ACOA, Innovation PEI, Skills PEI and others) from start to close-out.
- Own the claims and reporting calendar, working hands-on with the accounting team so claims are accurate, compliant with each funder's terms, and submitted on time.
- Track eligible costs, cost-sharing, holdbacks and funder conditions, and flag risks early.
- Lead the financial side of new funding applications and renewals.

Operations and corporate services

- Oversight of Corporate Services function including office management, marquee events and sponsorships that generate revenue, HR administration and benefits, organizational tools and technology.
- Lead improvements to organizational efficiency, including modernization of financial and administrative systems, adoption of new tools, and streamlined processes for reporting, information flow and accessibility.
- Provide financial and commercial oversight of PEIBA-operated facilities in the BioCommons park, working collaboratively with those responsible for facility operations on budgets, financial controls, revenue models and long-term sustainability, including the transition from commissioning to ongoing operations.
- Oversee procurement, contracts and vendor relationships as needed, including coordination with external legal and IT service providers.
- Ensure compliance with PEI employment standards, occupational health and safety, and privacy obligations under applicable privacy legislation.

People leadership

- Lead, coach and develop the finance and corporate services team.
- Work with the CEO to strengthen HR policies, organizational practices and compliance.

Qualifications

- CPA designation is required.
- Typically, 10+ years of progressive finance and operations experience, including at least 3 years in a senior leadership role overseeing several functions.
- Hands-on experience managing government funding agreements and claims. Experience with ACOA, Innovation PEI or similar federal and provincial programs is a strong asset.
- A track record of leading complex projects or programs. A formal project management credential (such as PMP) is an asset.
- Experience finding and securing new revenue or funding.
- Experience working with and reporting to a Board of Directors.
- Experience in non-profit, economic development, innovation or life sciences organizations is an asset.
- Working knowledge of Canadian non-profit tax and payroll requirements and PEI employment standards.

- Strong financial systems and technology skills, with demonstrated ability to improve organizational efficiency through systems modernization, process improvement and adoption of new tools.

Additional Information

- **Status:** Full-time, permanent, based at PEIBA's office in Charlottetown, PEI. PEIBA is open to a reduced FTE arrangement for the right candidate, provided they are reliably available to lead day-to-day operations.
- **Benefits:** health, dental and life insurance; RRSP matching; professional development allowance and CPA dues; parking; and a cell phone allowance.

To Apply

Please send your resume and a cover letter to Kelli Corcoran, kelli@peibioalliance.com by November 27th. We thank all applicants however only those selected for an interview will be contacted.

The PEI BioAlliance is committed to a diverse and inclusive workplace and encourages applications from under-represented groups. Accommodation is available on request throughout the recruitment process.