

Yukon University
Statement of Qualifications

Department: Administrative Services
Position Title: Director, Finance
Location: Whitehorse
Date: October 2021

Qualifications required (assessed in screening process)

Education and Training:

- Bachelor's or Master's Degree in a related field and Certified Public Accountant (CPA) certification
- Your resume should indicate the relevance of your education and experience.

Demonstrated Abilities

- Significant experience leading a Finance department in a complex, public sector organization, preferably Post-Secondary Education.
- Experience leading, coaching and mentoring front line employees

Rated Qualifications (factors assessed through interview, etc.)

- K.1 Thorough knowledge of financial management accounting principles and processes particularly in an educational context
- K.2 Demonstrated in-depth knowledge of strategic planning and proficient in developing policies and procedures
- K.3 Demonstrated in-depth knowledge of management principles and practices, particularly in an educational context
- K.4 Demonstrated in-depth knowledge of various computer applications and data management processes

Abilities:

- A.1 To develop and manage a professional working team to optimize talents and energies
- A.2 To provide sound financial planning and management for Yukon College
- A.3 To develop and build positive effective external and internal relationships and partnerships
- A.4 To effectively plan, direct and coordinate the activities of reporting divisions that provide a variety of internal and public services
- A.5 To exercise independent judgment, analyze problems and recommend solutions; analyze data and prepare clear and accurate presentations, reports and informational materials

Personal Suitability:

- PS.1 Exceptional leadership, coaching and communication skills and a strong champion for change.
 - PS.2 Strong interpersonal skills including problem-solving and conflict resolution.
 - PS.3 Flexibility and adaptability to changing work demands.
 - PS.4 Sensitivity to Northern and cross cultural issues and concerns.
 - PS.5 Requires a high degree of independent executive decision making, ability to assess and implement work required, strong organizational skills and the ability to provide leadership and support.
 - PS.6 Requires diplomacy, confidentiality, and an understanding of multi-interdisciplinary projects/programs and political climates.
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