

Vice President, Finance

Coulson Aviation

To access full Executive Brief, including contact information, [click here](#).

Position Description

General

The Vice President, Finance (VP, Finance) assists the Corporation in reaching its growth plans by having overall responsibility for all day-to-day accounting practices and procedures for multiple Group entities, and by providing leadership to administration and accounting staff. As a senior member of the Accounting Department, the VP, Finance will also be involved in helping to define and execute the overall strategy for the business in collaboration with other senior leaders.

Key Accountabilities

1 Leadership

- Provides a professional example to all members of the Group through diligent work habits, positive attitude and ethical behaviour.
- Contributes to the strategy and direction of the enterprise as requested. Ensures reports, proposals and initiatives are well developed and supported when presented.
- Demonstrates flexibility and adaptability in a constantly changing environment.

2 Management of Staff

- Provides leadership and direction to employees which includes recruitment, onboarding, training, setting goals and objectives, coaching, performance management and career development.
- Manages specific accounting staff (direct reports) by coordinating activities, delegating responsibilities and answering questions.
- Develops a strong team through training and mentorship, as well as holding people accountable for results. Ensures a high degree of employee engagement and achievement of annual goals and objectives.

3 Finance Systems

- Provides Direct Reports with guidance and oversight of the full cycle accounting function which includes cash management, A/P, A/R, Lines of Credit, Financial Statements, Reconciliations, External Audits, G/L management, and Internal Controls.
- Leads the development and preparation of all Financial Statements.
- Works across the Companies to provide departments with timely, accurate, and reliable financial information to track performance and understand revenue and cost drivers.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Asks pertinent questions of people involved and communicate significant issues to the CEO or Designate and COO.
- Assists the CFO, when required, to prepare special financial reports by collecting, analyzing, and summarizing account information.
- Assists the CFO, when required, to control the flow of cash through the organization and maintain the integrity of funds, securities and other valuable documents.
- Ensures the Group's interests are protected and maintains financial security by participating in the management and evolution of internal controls.

4 Internal Controls

- Ensures implementation of sound accounting principles and reporting controls. Ensures that the department and source systems have processes for quality control over financial transactions and financial reporting.
- Works closely with the CFO, leaders at all levels within Coulson Group, external business partners, and regulatory bodies to ensure processes that affect financial reporting are effective and efficient while enhancing internal controls and complying with accounting policies.
- Maximizes return on financial assets by establishing policies, procedures, controls, and reporting systems.

5 Organizational Collaboration

- Facilitates the resolution of operational challenges, with an understanding of operational processes and systems. Participates in a finance lead role on corporate projects.

6 Risk Management

- Analyzes and classifies risks and investments to determine their potential impacts on the companies.

7 Professional Development

- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks.
- Maintains professional development requirement of CPA.

8 Confidentiality

- Maintains customer confidence and protects operations by keeping financial information confidential.

Reporting Relationships

Reports Directly to:

CEO and COO

Direct Reports:

Accounting Manager

Australia Finance Manager

Financial Analyst (2)

Cost Accountant

Financial Accountant

Controller

Senior Accountant

Payroll staff – Canadian (3)

Relates to:

Senior Management Team

Operational Staff

Accounting and Administrative Staff

External Auditors or Taxation Authorities

Customers

Insurance Brokers, as required to assist the Chief Financial Officer

Lawyers, as required to assist the Chief Financial Officer

Bankers, as required to assist the Chief Financial Officer

To access full Executive Brief, including contact information, [click here](#).