Union of National Employees (UNE)
Employment Opportunity

COMMITTED TO EQUALITY IN THE WORKPLACE

Competition Start Date: October 26, 2026

Selection Process:	RECR-2026-07-Finance
Position Title:	Finance Coordinator
Employment Type:	One (1) Indeterminate (permanent) position
Classification:	Band 12
Language:	Bilingual Essential
Salary:	$133,332 to $150,065 plus $1,800 Bilingual Allowance
Group:	Excluded
Location:	150 Isabella Street, 9th Floor, Ottawa, Ontario K1S 1V7
Search Area:	Internal; AEU membership; UNE membership; General Public
Closing Date:	November 9, 2026, at 4 p.m. (EST)

Important Information About the Submission of Applications

1) The applicant must submit a letter of intent explaining **clearly** how they meet the qualifications related to Education and Experience as well as a copy of an updated résumé.

2) Applicants must clearly indicate, in their letter or résumé, their linguistic proficiency in their second official language using one of the following: no knowledge, beginner, intermediate or advanced.

3) Please confirm in your email if you are applying from one of the following categories: Internal (current UNE employee); AEU membership; UNE membership; General Public.

4) All applications must be submitted by email to the following email address: hr-rh@une-sen.org. Please specify "RECR-2026-07-FINANCE Indeterminate" in the subject line when submitting your application. Failure to do so may result in your application not being properly considered for the position.

5) Application will be accepted until the end of business on November 9, 2026 (4 p.m. ET)

6) Please advise if you require any accommodation measures as part of this selection process.

NOTES

A screening board will review applications. The Board's decision will be based on the contents of the application. It will be the responsibility of the applicant to provide evidence of demonstrated ability by providing necessary information and documents with the application. Only those candidates who are selected for an interview will be contacted.

The Union of National Employees - PSAC is committed to building an inclusive workplace where diversity of thought – and of people – are recognized, valued and considered essential to achieving our goals, including ensuring workforce representative of our membership. We thrive to create a work environment that is welcoming to everyone and encourage applications from equity seeking groups including Women, Indigenous workers, Black workers, Racialized workers, workers with disabilities, and workers from the two-Spirit, lesbian, gay, bisexual, trans, queer and intersex community (2SLGBTQI+).

Position Description

Purpose of Position

Under the direction of the Director of Operations, the Coordinator of Finance is responsible for the management and operational leadership of UNE's Finance function, including financial planning, budgeting, accounting, payroll oversight, financial reporting, internal controls and compliance. The position supervises the Finance Officer and Accounts Payable Specialist, establishes priorities and ensures the effective delivery of financial services. The position provides financial advice and recommendations to senior management and elected leadership to support sound financial management and accountability.

Statement of Responsibilities

- Coordinates annual and multi-year budgeting, financial planning and forecasting; consolidates submissions and recommends options to support organizational priorities.
- Prepares financial statements, regular budget-to-actual variance reports, forecasts and financial analyses for the National President, National Executive Vice-President, management, National Executive and regional vice-presidents, as appropriate.

- Directs and oversees the work of the Finance Officer and Accounts Payable Specialist in accounting activities, financial transactions, reconciliations, accounts payable and receivable, disbursements and year-end processes in accordance with UNE policies and applicable requirements.
- Coordinates the annual external audit, prepares or oversees supporting schedules, liaises with auditors and follows up on recommendations.
- Develops, reviews and strengthens financial policies, procedures, approval authorities, segregation of duties, accounting controls and financial risk-management practices.
- Oversees the financial integrity of payroll processing, reconciliations, statutory remittances, earning and deduction codes, verification controls and related reporting.
- Works with the Senior Human Resources Advisor on the payroll and financial implications of compensation, benefits, overtime, acting assignments, severance, settlements, grievances and collective agreement provisions.
- Coordinates the financial reconciliation of employee benefit premiums and related invoices in collaboration with Human Resources.
- Monitors cash flow, liquidity and banking activities and provides financial analysis and advice regarding investments and investment policy in collaboration with external financial professionals and the Finance Committee.
- Administers financial-system controls, including accounting software access permissions, user profiles and audit trails, in coordination with the relevant service providers.
- Acts as Technical Advisor to the standing Finance Committee and provides financial expertise and preliminary costing to the National Executive and Convention Finance Committee, including financial implications of proposed resolutions.
- Provides proactive financial training and guidance to employees, managers and elected officers on budgets, financial procedures, accountability and controls.
- Provides direct supervision and operational leadership to the Finance Officer and Accounts Payable Specialist, including assigning work, establishing priorities, monitoring performance, coaching employees and supporting professional development.
- Participates in management planning and organizational decision-making and provides advice on financial risks, emerging issues and resource requirements.
- As a trusted advisor, the position provides financial advice and recommendations to elected officers, directors and managers and participates in committees and meetings as directed.

Knowledge

- Advanced knowledge of financial management, accounting standards, budgeting, forecasting, financial reporting, audit processes and internal controls.
- Knowledge of payroll administration, statutory remittances, taxation of employment payments and the financial implications of collective agreements and benefit programs.
- Knowledge of financial governance, bylaws and accountability requirements in a national union or comparable not-for-profit organization.
- Knowledge of financial information systems, access controls, audit trails and confidential financial recordkeeping.
- Knowledge of labour-management relations and the political and operational context of a unionized organization.

Interpersonal Skills

- Communicates complex financial information clearly to executive officers, managers, staff, committees, auditors and external financial service providers.
- Exercises discretion, tact and sound judgment when dealing with confidential financial, payroll and organizational matters.
- Uses consultation, negotiation and presentation skills to explain financial risks, support decisions and recommend practical solutions.
- Works collaboratively across departments while maintaining effective professional relationships with external auditors, banks and other financial service providers.

Concentration

- Requires sustained concentration when preparing and verifying financial statements, budgets, forecasts, payroll reconciliations and regulatory reporting.
- Requires attention to detail when evaluating transactions, identifying control weaknesses and interpreting complex financial information.
- Must balance competing priorities, frequent interruptions and strict financial reporting and payroll deadlines.

Physical Demands

- The position requires prolonged periods of sitting, computer use, document review and participation in meetings. Occasional travel and extended hours may be required.

Complexity

- Analyzes complex financial issues and translates financial information into recommendations for organizational planning and decision-making.
- Applies accounting standards, financial policies, internal controls and statutory requirements in a unionized environment.
- Identifies financial risks and resolves issues involving competing priorities, sensitive information and operational constraints.
- Collaborates with Human Resources and other organizational functions to assess the financial implications of organizational decisions.

Impact

- The accuracy and timeliness of financial advice, reports, budgets and forecasts directly affect UNE resource decisions, accountability and financial sustainability.
- Weak financial controls, inaccurate payroll or non-compliance may expose UNE to financial loss, regulatory risk and reputational harm.
- Effective financial planning and analysis support the National Executive and management in making informed decisions.

Responsibility for Information

- Maintains the confidentiality, accuracy and integrity of financial, banking, payroll and related personal information accessed in the performance of Finance responsibilities.
- Ensures appropriate financial recordkeeping, access controls, reconciliations and retention practices in accordance with approved policies.
- Works with the designated Privacy Officer on privacy matters involving Finance records and payroll information.

Development and Leadership of Others

The position has direct supervisory responsibility for the Finance Officer and Accounts Payable Specialist and provides leadership for the Finance function, including work planning, staff performance, service standards, operational priorities and continuous improvement.

The position:

- Assigns and coordinates work, sets priorities and monitors workloads and deadlines.
- Supervises, coaches and evaluates employees, supports performance management and identifies development and training needs.

- Promotes accuracy, accountability, effective internal controls and consistent financial procedures.
- Supports recruitment, onboarding, succession planning and continuity of Finance operations in collaboration with Human Resources.
- Provides technical guidance and financial training to managers, employees and elected officers.

Environmental Working Conditions

- The position works primarily in an office environment and is regularly required to manage confidential financial and payroll information under strict deadlines. Occasional travel and evening meetings may be required.

Qualifications

Education

- University degree or post-secondary qualification in accounting, finance, business administration or a related field, or an equivalent combination of education, training and experience.
- A professional accounting designation (CPA) and/or an MBA is considered an asset.

Experience

- A minimum of five years of progressively responsible experience in financial management, including budgeting, reporting, internal controls and audit coordination.
- Experience supervising finance employees, coordinating financial operations and providing financial advice to senior management, including payroll financial oversight.
- Experience in a unionized or not-for-profit environment is considered an asset.

Knowledge

- Strong understanding of financial reporting, budgeting, forecasting, payroll, internal controls and applicable legislative requirements.
- Knowledge of financial governance, financial systems and confidentiality requirements.

Skills and Abilities

- Strong financial analysis, problem-solving, planning and organizational skills.
- Ability to present financial information clearly to non-financial audiences.
- Ability to manage competing priorities and meet reporting deadlines.
- Strong judgment, integrity, discretion, collaboration and advisory skills.
- Proficiency with financial management software and Microsoft Office applications.

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Personal Suitability

- Excellent judgment, accountability and integrity.
- High degree of discretion and confidentiality.
- Initiative, accuracy, adaptability and commitment to continuous improvement.
- Ability to work effectively in a unionized and politically sensitive environment.

Other Requirements

- Demonstrated commitment to the values and principles of the Union of National Employees and the broader labour movement.
- Commitment to equity, diversity, inclusion, reconciliation and accessibility.