

# Chief Financial Officer / Director of Finance

## Ucluelet – Paradise By the Sea

Ucluelet is a vibrant designated Resort Municipality (one of 14 resort municipalities in BC) of approximately 2,500 residents, located on the west coast of Vancouver Island and surrounded by some of the most pristine and rugged shorelines in Canada. With



sweeping ocean and mountain views at nearly every turn, the peninsula offers an unmatched natural setting enriched by deep Indigenous history, a thriving tourism economy, and a strong network of local businesses.

This remarkable destination welcomes up to one million visitors each year, drawn by its world class experiences, from the Wild Pacific Trail and Pacific Rim surf breaks to the Broken Group Islands and ancient rainforest landscapes.

Whether you are exploring the coastline, kayaking, hiking, fishing, or enjoying the local culinary scene, Ucluelet offers an exceptional quality of life where work and lifestyle naturally align!

## The Opportunity

This is an exempt position reporting to the Chief Administrative Officer. The Director of Finance - Chief Financial Officer is appointed under the *BC Community Charter* as the Financial Officer for the District of Ucluelet and is responsible for the overall financial management of the municipality. This includes overseeing the collection, investment, and expenditure of funds as authorized, maintaining accurate and secure financial records, and exercising control and supervision over all financial affairs.

The Director provides strategic leadership in financial planning, statutory compliance, and reporting, including the preparation of the financial plan, annual financial statements, and annual municipal report. The role offers expert financial advice to the CAO, Council, and staff, integrating best practices in financial management, risk management, asset management, and long-term sustainable service delivery.

As a key member of the senior leadership team, the Director collaborates with department heads to support financial planning and procurement, while demonstrating leadership in budgeting, financial

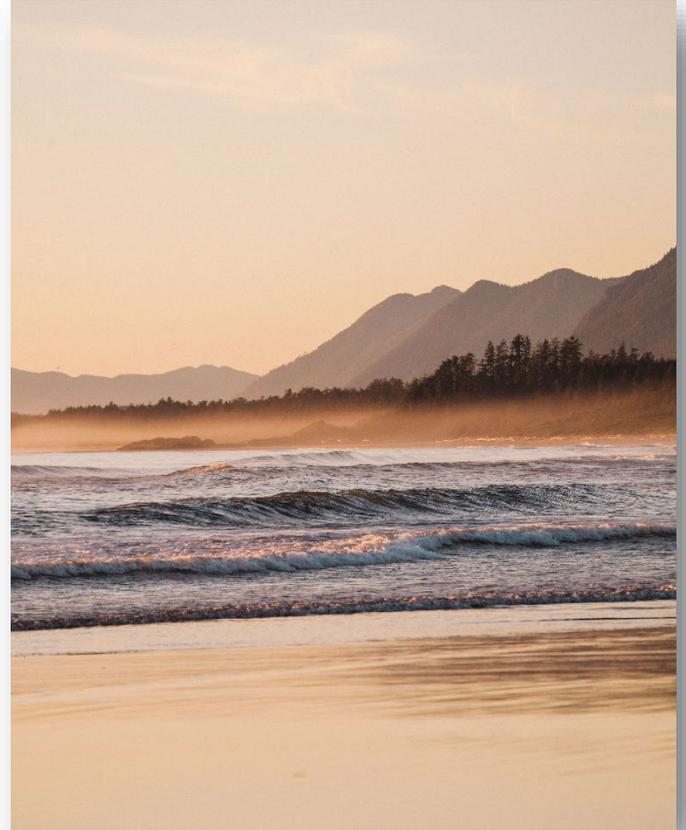
analysis, and reporting. The position also oversees the municipality's Information Technology contract and serves as the Risk Manager with respect to IT systems and management.

## Principal Responsibilities

- Provides overall leadership and direction for the District's financial management functions in accordance with the BC Community Charter, including fulfilling all statutory duties of the Financial Officer.
- Leads the development, implementation, and ongoing management of the District's five-year financial plan, including both operating and capital budgets.
- Delivers strategic oversight of long-term financial planning, including capital infrastructure investment and asset management to support sustainable service delivery.
- Oversees all financial reporting systems and ensures compliance with legislative requirements, Council policies, and corporate priorities, including the preparation of annual financial statements and the annual municipal report.
- Manages the annual audit process and ensures accurate, transparent, and timely financial reporting within prescribed legislative timelines.
- Safeguards the District's financial assets, ensuring proper collection, investment, and expenditure of funds, and maintains custody of financial records in accordance with best practices and internal controls.
- Develops, implements, and maintains financial policies, procedures, and internal control frameworks to ensure accountability and effective stewardship of municipal resources.
- Provides expert financial advice and analysis to the CAO, Council, and staff to support informed decision making, policy development, and organizational priorities.
- Collaborates with department heads to support financial planning, procurement, and budget management, ensuring alignment with corporate objectives.
- Leads and supports the Finance team through effective supervision, staff development, performance management, and resource allocation.
- Oversees grants, agreements, and contracts from a financial perspective, including funding strategies and compliance requirements.
- Incorporates transfers between funds and manages taxation requirements, including the preparation of tax rate bylaws and requisitions from other taxing authorities.
- Oversees the municipality's Information Technology contract and acts as Risk Manager with respect to IT systems and related services.
- Attends and participates in Council meetings, committees, and other forums as required, providing financial insight and recommendations.

## Core Competencies

- Demonstrated leadership ability to guide, motivate, and develop diverse teams while fostering a collaborative and high performing work environment.
- Strong interpersonal and communication skills, with the ability to build effective relationships and work tactfully with elected officials, staff, stakeholders, and the public.
- Proven capacity to interpret legislation and policy, translating strategic direction into practical and effective action.
- Sound judgment, with the ability to manage competing priorities, address complex issues, and support informed decision making.
- Highly developed analytical, financial, and business planning skills, supported by a strong understanding of municipal accounting practices and long-term planning.
- Thorough knowledge of relevant legislation, including the Community Charter, Local Government Act, and related regulatory frameworks.
- Experience in employee supervision and labour relations, including recruitment, coaching, performance management, and evaluation.
- Proficiency in financial systems and software, along with advanced skills in spreadsheet applications and data analysis.
- Ability to prepare and deliver clear, concise reports and presentations for a variety of audiences, including Council and the public.



## Qualifications

- Chartered Professional Accountant (CPA) designation.
- University degree in Business, Commerce, Public Administration, or a related field, or an equivalent combination of education and experience.
- Minimum seven (7) years of progressive financial experience, including at least five (5) years in a senior leadership role, preferably within a public sector or municipal environment.
- Thorough knowledge of Public Sector Accounting Standards (PSAS).
- Demonstrated flexibility and availability to accommodate operational requirements.
- Successful completion of a criminal record check as a condition of employment.

## Work Environment

The District of Ucluelet Municipal Office is located in the heart of Ucluelet and offers stunning ocean views.

- Office hours are 8:00 AM – 4:30 PM.
- The Office of the Chief Financial Officer directly faces the ocean!
- A welcoming work environment that is progressive, inclusive, and adaptive.
- Meaningful work that directly benefits the community.
- A professional yet relaxed work environment.



## What We Offer

- A salary range of \$120,000 - \$135,000, based on skills, experience, and qualifications, and in line with internal equity.
- Four (4) weeks of annual vacation leave, increasing with years of service.
- A comprehensive, employer paid, benefits package.
- Employee and Family Assistance Program (EFAP).
- A pension with the Municipal Pension Plan.
- A flexible working schedule; flex days, flex week & time in lieu.
- Reimbursement of relocation expenses.
- Employer paid professional development opportunities & association memberships.



## Next Steps

We invite qualified candidates to submit their resume and cover letter in 1 PDF document to:

[careers@ucluelet.ca](mailto:careers@ucluelet.ca).

**Applications will be accepted until April 6, 2026.**

To learn more about the District of Ucluelet, what it is like working with the District, or for general information, please visit: [Ucluelet.ca/Careers](https://www.ucluelet.ca/Careers) or reach out to Richard Harding, Chief Administrative Officer at [rharding@ucluelet.ca](mailto:rharding@ucluelet.ca).