

ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 28,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

- *Are you referred to as “the number person?”*
- *Do you thrive on analyzing, forecasting, and reporting on “the numbers”?*
- *Do you want to work with a dedicated team of professionals? If so, come join the movement - you'll be in good company*

ACTRA National is seeking a full-time: Manager, Financial Analysis

Position Scope:

Under the direction of the Senior Director, Finance and Information Technology and Digital Solutions, the Manager, Financial Analysis will provide internal reporting and financial analysis for ACTRA National, ACTRA PRS/RACS and Regional Branches to senior management. To facilitate informed decision-making using analytics, forecasting, and reporting. To lead special projects as required.

The position establishes and maintains cooperative working relations with Directors, Managers and other ACTRA employees. Provides leadership and guidance to staff regarding the execution of finance functions. Identifies and recommends areas of improvement, training, and job performance management initiatives.

Responsibilities:

Duties include but are not limited to:

- Provides Internal Reporting and Financial Analysis.
- Provide analytical, forecasting, reporting and project support to senior management.
- Prepare budget variance reporting and analysis as per the established timelines.
- Spearhead monthly, quarterly, and annual reporting.
- Spearhead budget and forecasting process.
- Conduct financial function research, data analysis and organizational benchmarking.
- Identify opportunities for improvement in financial processes and reporting across organization.
- Develop financial models to assist in decision-making.
- Monitor financial variances and assist in investigating and resolving discrepancies.

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- Evaluate and advise on business operations including revenue and expenditure trends, financial commitments, and future revenue.
- Ensure compliance with all relevant accounting standards, provincial and federal legislation, regulations, and guidelines.
- Oversee accurate and appropriate analysis of revenues and expenses.
- Manage and train finance team encouraging engagement and skill enhancement.
- Performance measurement and management responsibility for finance staff under direct supervision of the position.
- Maintain accurate records and confidentiality of organizational information.
- Identify and implement systems and technical improvement opportunities.
- Special projects (i.e., system changes, process documentation, policy and procedure updates, implementing process improvements, etc.).
- Implementation of system conversions, changes, and ongoing monitoring of system integrity.
- Special projects and other duties as assigned within the scope of the position.

Qualifications:

- A University degree in Finance, Commerce or Economics.
- 3-5 years of experience with training in quantitative analysis, reporting and/or FP&A.
- An Accounting or Finance Designation (CA, CPA, CFA) is required. Clerical, accounting, and office practices, as well as a strong knowledge of computerized accounting system, and advanced Microsoft Excel is required.
- Organizational skills, problem solving, and attention to detail with the ability to exercise judgement and maintain confidentiality are required.
- Strong teamwork and leadership potential are an asset.
- The ability to work independently, and as part of a team, and strong customer service skills are required. Strong verbal and written communication is needed.
- Demonstrated analytical skills, care and accuracy and advanced working knowledge of computerized systems.

Application Process:

Interested applicants are invited to submit a resume and cover letter to **humanresources@actra.ca** quoting **'2022-33 Manager, Financial Analysis'** in the email **subject line**.

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and 2SLGBTQIA+ communities. If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.