

## FINANCE & ADMINISTRATION MANAGER

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The AIC (<https://www.abcouncil.ab.ca/>) regulates Alberta's insurance industry, supporting more than 50,000 licensees and issuing over 94,000 licenses annually across the second-largest insurance jurisdiction in Canada. We are committed to regulatory excellence, public protection, and fostering a culture of compliance across Alberta's insurance industry.

Reporting to the CFO and VP Corporate Services, the Finance & Administration Manager provides senior leadership over AIC's finance and administrative functions, ensuring strong financial stewardship, effective internal controls, and high-quality reporting in support of organizational and governance requirements.

This role is ideal for an experienced finance leader who brings sound professional judgment, a service-oriented mindset, and the ability to balance strategic oversight with practical leadership across finance, facilities, and administrative services.

This is an office-based position located in Edmonton.

### What you Bring

- You are a trusted finance leader who values accuracy, transparency, and strong internal controls.
- You are comfortable navigating complex financial, regulatory, and audit environments and providing clear, practical advice to senior leaders.
- You enjoy leading and developing teams, building capability, and ensuring service continuity during peak periods.
- You can move seamlessly between strategic planning, operational oversight, and detailed financial review.
- You approach challenges with sound judgment, a problem-solving mindset, and a focus on practical solutions.
- You thrive in collaborative environments and value strong relationships with internal and external stakeholders.

You bring a commitment to financial stewardship, ethical leadership, and continuous improvement, and are motivated by contributing to a mission-driven organization that serves Albertans.

## THE TEAM

The Finance and Administration Manager leads a multidisciplinary team spanning accounting, facilities, and front-line administrative services.

The Finance team supports AIC's strategic and operational objectives through sound financial management, accurate reporting, and strong internal controls that underpin effective decision-making and governance.

Facilities, administrative, and procurement services deliver effective facilities oversight, front-line administrative support, and compliant purchasing and vendor management.

## KEY RESPONSIBILITIES

Key responsibilities include:

- Providing people leadership to a multidisciplinary team, fostering performance, accountability, collaboration, and service continuity.
- Providing overall oversight of AIC's finance, facilities, and administrative services functions.
- Ensuring accurate, timely, and compliant financial reporting in support of organizational and governance decision-making.
- Leading annual budgeting and forecasting processes and monitoring financial performance throughout the year.
- Maintaining effective internal controls, financial policies, and risk mitigation practices.
- Managing month-end, year-end, and audit processes, including coordination with external auditors.
- Providing clear financial analysis, advice, and recommendations to the Executive Team and Board committees.
- Overseeing finance systems and supporting continuous improvement of financial and administrative processes.
- Ensuring prudent procurement practices and oversight of contracts and vendor relationships.
- Providing oversight of facilities operations to support a safe, secure, and efficient workplace.
- Supporting organizational planning, corporate initiatives, and cross-departmental collaboration.
- Acting as a trusted advisor, exercising sound judgment, discretion, and delegated financial authority.

## SUCCESS MEASURES

The successful candidate will:

- Deliver accurate, timely financial results in compliance with accounting standards and legislation.
- Maintain effective internal controls that support audit readiness and governance.
- Provide reliable financial reporting and analysis that supports informed decision-making.
- Lead a capable, collaborative team with strong service continuity and knowledge sharing.
- Identify and implement practical improvements to financial and administrative processes.

## REQUIREMENTS

### Qualifications and experience

- Bachelor's degree in Accounting, Finance, Business, or a related field.
- Chartered Professional Accountant (CPA) designation.
- Minimum 10 years of progressive experience in finance or accounting, including at least 3 years in a leadership role.
- Experience overseeing budgeting, forecasting, financial reporting, internal controls, and audits.
- Experience supporting finance system implementations or process modernization.
- Experience with administrative, facilities, or procurement oversight is an asset.
- Equivalent combinations of education and experience will be considered.

### Additional requirements

- Employment is conditional on a clear criminal record check, covered by AIC.

### Skills & competencies

- Strong leadership, coaching, and people-management capabilities.
- Excellent analytical, organizational, and problem-solving skills.
- Ability to clearly communicate financial information to non-financial audiences.
- High ethical standards and discretion when handling sensitive information.
- Strong collaboration and stakeholder engagement skills.

## WHAT WE OFFER

- Comprehensive benefits package, including health and dental.
- Generous health and wellness spending account.
- Secure your future with up to 7% RRSP employer matching.
- Generous vacation time, starting at four weeks plus three-day December closure.
- Possibility for up to one hybrid work day per week once probation is completed.
- Additional employee discounts and perks available.

Eligibility based on employment status.

## HOW TO APPLY

If you are a finance leader who values stewardship, collaboration, and operational excellence, we encourage you to apply and contribute to the effective regulation of Alberta's insurance industry: [Apply here](#)

This competition will remain open until **June 15, 2026**.

AIC thanks all candidates for their interest. We value the time and efforts candidates put into their application and we commit to responding to all candidates and letting know the status of their application.

AIC is committed to promoting equity and diversity, and to creating a work environment that is respectful, inclusive, and free from barriers.