

Management Profile

Title:	Manager, Finance and Accounting	Category:	Excluded
Reports to:	Director, Finance	Group:	Finance

Purpose

The Manager, Finance and Accounting (Manager) is responsible for management of the Victoria Airport Authority's (VAA) full financial cycle including: budgeting, forecasting, accounting, financial analysis, internal controls, risk management, banking/treasury, investments, taxation, contracts, financial reporting and regulatory compliance. The Manager is instrumental to modernizing financial systems and processes, developing robust and dynamic forecasting scenarios, and delivering the timely, accurate financial analysis and reports necessary for the leadership team to make informed strategic and operational decisions. A role model for VAA's values, the Manager cultivates and maintains relationships with a wide network of internal and external partners and leads a multidisciplinary team of professionals, enhancing their development to ensure alignment with the airport's strategic objectives.

Accountabilities

1. Provides advice and recommendations regarding all aspects of VAA finance and accounting operations.
2. Leads and manages the planning, delivery and oversight of VAA financial services including: budgeting, forecasting, accounting, analysis, controls, banking, investments, taxation, reporting and regulatory compliance.
3. Leads and manages the development, implementation, evaluation, performance and continual improvement of financial management policies, procedures, controls and systems, consistent with professional standards and operational/regulatory requirements.
4. Develops and manages productive working relationships with and consults/engages with a wide network of internal/external clients, departments, partners, service providers and others (e.g. auditors) to: exchange information, collaborate on projects, obtain/provide services, negotiate agreements, resolve issues and advance VAA's operational priorities.
5. Leads and manages short- and medium-term business and operational (e.g. business continuity/disaster recovery) planning to ensure financial systems, services and information assets are responsive to operational realities, resilient to emerging threats and anticipate VAA's future operational requirements.
6. Leads and conducts analysis to research, evaluate options and recommend solutions to improve performance, remedy problems and/or introduce new functionality.
7. Conducts or collaborates on projects to design, develop, implement and maintain financial information systems and services.
8. Develops the VAA's annual operating and capital budgets.
9. Responsible for managing the budget for the finance and accounting group.
10. Contributes to the development and implementation of strategic organization-wide plans, projects, initiatives and events.



YYJ

**VICTORIA
INTERNATIONAL
AIRPORT**

201-1640 Electra Blvd
Sidney, BC, Canada V8L 5V4

T 250.953.7500

F 250.953.7509

11. Manages, coaches, develops and mentors a multi-disciplinary team of employees, fostering high performance, professional growth and team cohesion.
12. Determines and establishes goals and objectives for the team that align with corporate goals, objectives and values; accountable for ensuring goals are achieved and regular reporting on their status to VAA's Executive, as required.
13. Develops confidential departmental strategies that align with corporate objectives. Maintains privileged access to strategic business planning and employee performance evaluations.
14. Manages team performance, identifies training and succession needs, makes hiring, promotion, discipline, and dismissal decisions, and determines/allocates resources.
15. Acts as the management representative on all labour relations matters for the Finance team.
16. Contributes to the enhancement of the positive corporate culture within the VAA, and the reputation of the VAA within the community, sector, and industry.
17. Prepares and/or contributes to reports, statistics, presentations and other media.
18. Maintains expertise in professional accounting trends, best practices, operations and systems.
19. Performs other related duties as needed.

Job Requirements

Education:

- Professional accounting designation (CPA) is required.
- Additional designations such as Chartered Financial Analyst (CFA), Project Management Professional (PMP) or Certified Risk Manager (CRM) would be considered an asset.
- Training in Change Management, Data Governance, Finance Transformation, Lean Six Sigma or other related areas would be considered an asset.

Experience:

- A minimum of 5 years of progressively responsible experience in financial management and accounting roles.
- Direct experience leading, managing and executing the full financial cycle, including: planning (budgeting and forecasting), accounting, financial analysis, internal controls, risk management, banking/treasury, investments, taxation, contracts, financial reporting and regulatory compliance.
- Experience in an organization of similar scope, size and complexity is highly preferred; experience within the transportation or aviation sector is a strong asset.
- A track record of fostering a positive, productive and inclusive team culture.
- Supervisory experience within a union environment is strongly preferred.
- Technical experience with Enterprise Resource Planning (ERP) systems as a Subject Matter Expert (SME).
- Additional experience planning and implementing ERP systems or other financial systems is considered an asset.

Other requirements:

- Must be eligible to work in Canada.
- Must be able to obtain and maintain Enhanced Airport Security Clearance as a condition of employment.

- Must be willing to work outside normal work schedule to meet operational requirements.

Knowledge of:

- Professional accounting standards (e.g. GAAP), policies, procedures and requirements.
- Standards, best practices and legal requirements related to all aspects of financial management including: planning (e.g. budgeting and forecasting), accounting, analysis, controls, banking, investments, taxation, reporting and regulatory compliance in the Province of British Columbia.
- Issues, trends and challenges related to the prudent and effective use of financial resources.
- VAA's operating environment, including relevant federal/provincial legislation, regulations and policies.
- Human resources management.
- M365, Office software and tools.
- Business English.

Skills and abilities:

- Excellent written and verbal communication skills, presentation skills and attention to detail when communicating. Able to communicate complex technical concepts in a manner that can be understood by the audience.
- Leadership skills and the ability to provide inspirational leadership.
- Supervisory skills and the ability to manage performance, provide coaching, motivation and corrective action when necessary.
- Ability to manage multiple priorities and consistently produce results within timelines.
- Analytical, critical thinking, problem solving and judgement skills.
- Conflict management, negotiation and issues management skills.
- Ability to develop and maintain positive working relationships with employees and internal/external contacts.
- Ability to use a variety of information technologies and office and financial software applications.

Approvals

Prepared by:	Donna Hobbs	Date:	November 2025
Approved by:	Michelle McInnis	Date:	November 2025