



# CENTRAL NOVA SCOTIA SPORTS & ENTERTAINMENT

## VICE PRESIDENT OF FINANCE & ADMINISTRATION

REPORTS TO CHIEF EXECUTIVE OFFICER (CEO)

FULL TIME; SALARIED

Central Nova Scotia Sport & Entertainment (CNSSE) is an industry leading independent non-profit organization that operates the municipally owned Rath Eastlink Community Centre and provides event attraction and hospitality services for the provincially owned Nova Scotia Provincial Exhibition Complex; including the regions new signature event – the Nova Scotia Stampede.

Governed by a community minded Board of Directors the organizations venues, programming and projects create a vibrant hub for recreational, cultural and community activities within the region of Truro & Colchester. With state-of-the-art facilities and a commitment to promoting wellness, community engagement, live entertainment and agriculture – the organization serves as a focal point for residents of all ages to come together, learn, play and thrive.

CNSSE is seeking a dynamic and experienced Vice President of Finance & Administration to join our leadership team. Reporting to the CEO, the Vice President of Finance & Administration will play a pivotal role in ensuring the financial analytics, policies and reporting requirements of the organization are delivered, while also contributing to positive employee morale/culture and the long-term sustainability of the organization.

### BENEFITS:

- Competitive salary commensurate with experience
- Comprehensive benefits package including health, dental, and group retirement savings plans
- Opportunities for professional development and advancement
- A supportive and collaborative work environment
- The chance to make a meaningful impact on the community

### DUTIES AND RESPONSIBILITIES (Included, but not limited to)

#### Financial Management

- Develop and implement financial strategies, plans and policies in alignment with organizational goals assigned by the CEO.
- Oversee budgeting, forecasting and financial reporting processes, ensuring accuracy, transparency and compliance with regulatory requirements.
- Monitor financial performance, identify variances and provide strategic recommendations for improvement to the CEO and other members of the senior leadership team.
- Provide support and guidance to the Finance Manager and monitor cash flow, produce monthly income statements for the CEO and senior leadership team, maintain relationships with corporate service providers and optimize the performance of the overall financial department.
- Work with the CEO to define and develop specialized financial reports and analytics for the Board, while ensuring comprehensive settlements for major events and complex government funded projects.

#### Administration & Operations:

- Provide leadership and direction to the administrative and operational teams, fostering a culture of excellence, collaboration and continuous improvement.
- Oversee human resources functions including recruitment, onboarding, performance management and compliance with employment laws and regulations.
- Manage risk and compliance activities, including insurance, contracts and legal matters in alignment with the CEO.
- Develop and implement systems and processes to enhance efficiency, productivity and effectiveness across all areas of the organization while maintaining a high level of customer service and overall employee and client rapport.

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### Strategic Planning & Analysis:

- Collaborate with senior leadership to develop and execute strategic plans and initiatives that support the mission and objectives of Central Nova Scotia Sport & Entertainment.
- Conduct financial and operational analysis across all departments to inform decision-making for the leadership team and drive performance improvements.
- Identify opportunities for revenue growth, cost savings and service optimization to enhance organizational sustainability, competitiveness and quality service.

### Stakeholder Engagement:

- Build and maintain effective relationships with all staff and key stakeholders including, government agencies, funding partners, event rights holders, community organizations and municipal partners.
- Represent CNSSE in external meetings, conferences and events, promoting its mission, values and achievements as assigned by the CEO.
- Produce reports and support the CEO to communicate financial performance, risks and opportunities to stakeholders in a clear, concise and transparent manner.

## QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in finance, accounting, business administration, Human Resources or a related field
- Master of Business Administration or Chartered Professional Accountant designation required
- Proven experience in financial management and administration, preferably within the sport, recreation or live entertainment sectors and/or non-profit environment
- Strong leadership abilities with the ability to motivate and inspire teams to achieve organizational goals
- Excellent analytical skills with the ability to interpret complex financial data and provide strategic insights
- Exceptional communication and interpersonal skills, with the ability to build relationships and influence stakeholders at all levels
- Sound judgment and decision-making abilities, with a commitment to integrity, transparency and ethical conduct
- Knowledge of relevant laws, regulations and best practices in finance, accounting, and administration
- Proficiency in financial software applications and Microsoft Office suite
- Current criminal record and child abuse registry checks are mandatory for employment. This must be completed and submitted before any training will begin. Wage offered is based on level of experience and level of training/certifications/education.

**!** Current Criminal Record and Child Abuse Registry Checks are mandatory conditions for RECC employment. They must be completed and submitted before any training will begin. Wage offered is based on previous experience and level of training and/or certifications.

**COVER LETTER + RESUME SUBMISSION: DIRECT TO**   
Include "VP Finance & Administration" in the subject line

**RACHEL - RFARRELL@THERECC.CA**

We welcome cover letters and resumes from all qualified applicants. However, only those selected for an interview will be contacted. Central NS Sport & Entertainment is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from qualified individuals of all backgrounds.