



Finance and Administration Leader

We currently have an amazing opportunity to join our team at United General Insurance Corporation as our new Finance and Administration Leader. In this position, you will have the opportunity to join a culture that prides itself on unparalleled service, building genuine relationships, investing in tomorrow and being committed to excellence.

The Role:

The Finance and Administration Leader will lead the accounting and administrative teams. They will oversee and manage accounting, financial reporting, and some human resources functions. This includes, but is not limited to, regulatory and compliance reporting, corporate planning and analysis, strategic projects, and enterprise risk management.

As the successful candidate, you will:

- Lead and develop the accounting and administrative departments to drive results for the organization.
- Participate in core finance functions, including monthly and year-end financial reporting and analysis, account reviews, and reconciliations.
- Assist with strategic planning, budgeting and forecasting
- Maintain accurate and organized financial records for compliance and audit purposes.
- Manage banking operations, including cash flow and liquidity, to ensure adequate funds are available according the operational needs and regulatory requirements
- Identify opportunities for operational efficiency improvements; and implement appropriate solutions in both accounting and administrative areas of the business
- Liaise with CEO and Leadership team to support financial and operational analysis in making business decisions
- Support the identification, monitoring and reporting on all sources of enterprise risk
- Contribute to preparation of business presentations for Board and Executive management
- Have oversight of payroll and new employee onboarding

Your Skills and Qualifications:

- Minimum of 3-5 years of leadership\management experience required in either finance or accounting environment. Leadership\management experience in administration environment considered as asset.
- Diploma in Accounting, Finance, or related field
- CPA (CA, CGA, or CMA) designation required
- P&C (re)/insurance experience preferred
- IFRS technical expertise considered an asset
- Experience with payroll and onboarding considered an asset
- Advanced knowledge of Microsoft Office Suite. Prior experience with Dynamics 365 and Power BI would be considered an asset

Working Conditions:

- Full-Time Permanent in office position
 - Occasional travel may be required for training, conferences, or meetings.
 - Standard office hours of 8:30am-4:30pm AST
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