

Manager, Finance

Corporate Services

Location: Truro or New Glasgow, Nova Scotia

Type of Employment: Full Time, Permanent

Union Status: Excluded (non-union)

Competition # COR 26014

Closing Date: May 13, 2026

About Us

At the Nova Scotia Provincial Housing Agency (NSPHA), we take pride in managing, maintaining, and operating government-owned public housing across the province. From single-family homes to high-rise apartments, our goal is simple: to provide safe, affordable housing that helps individuals and families build better lives in communities where they can thrive.

When you join our team, you'll work alongside dedicated professionals who care deeply about making a positive impact and providing exceptional service. We offer a competitive total compensation package that recognizes your contributions, supports your well-being, and gives you the opportunity to be a part of something meaningful. Together, we are shaping the future of public housing in Nova Scotia. If you're ready to make a difference, we'd love to hear from you. Apply today!

The Opportunity

Reporting to the Director of Finance, the District Finance Manager is accountable for the development, maintenance, implementation, and management of the financial administration activities for budget planning and expenditure control, revenue accounting, operating cost management, financial reporting and analysis, internal controls, procurement and payment oversight, year-end financial activities, and audit requirements for assigned District(s), in accordance with Agency, Departmental and Federal/Provincial policies, regulations, and procedures.

What You'll Do

- Manage the financial administration of the assigned District, including accounts payable, accounts receivable, cash handling, revenue accounting, inventory-related financial processes, budget administration, forecasting, and expenditure control, ensuring financial activities are accurate, timely, and compliant with established policies and procedures
- Lead the preparation, implementation, monitoring, and analysis of annual operating and support the capital budgeting process, including reviewing budgeted and actual expenditures, identifying variances, preparing forecasts, and providing financial advice, reporting, and recommendations to support effective decision making by District management.

- Coordinate and complete year-end financial activities for the district, including account reviews, accruals, reconciliations, revenue and expenditure analysis, verification of balances, and preparation of required schedules, reports, and supporting documentation within established timelines.
- Prepare, review, and maintain complete and accurate audit working papers and supporting documentation for the district, and respond to internal and external audit requests by providing explanations, reconciliations, analysis, and evidence to support financial transactions, balances, controls, and year-end results.
- Ensure effective financial controls, compliance, and risk management by implementing and monitoring Agency, Departmental, Federal/Provincial, Public Housing Operations Manual, procurement, and financial policies and procedures, while identifying opportunities to improve processes, strengthen controls, and safeguard District financial resources.
- Provide leadership and oversight of human and financial resources by setting and evaluating staff performance targets, supervising and supporting staff development, promoting teamwork, diversity, inclusion, occupational health and safety, and a respectful workplace, while ensuring professional service and communication with colleagues, tenants, and stakeholders.
- May perform other related duties as assigned.

What We're Looking For

Must Have

- Bachelor's degree in business administration, Finance, Accounting, or Commerce
- Chartered Professional Accountant (CPA) designation (or legacy designations such as CMA, CGA, or CA)
- 3–5 years of progressive experience in financial management or a similar leadership role, preferably in a unionized environment and overseeing diverse corporate functions
- Working knowledge of Canadian GAAP and PSAB
- Advanced Excel skills (modelling and data analysis)

The Fine Print

An equivalent combination of training, education and experience may be considered.

This position requires a valid driver's license and access to a reliable vehicle. Some travel within the district is required.

What We Offer

- Salary: \$82,116.78 – \$106,752.10 annually (MC 20)
- Schedule: 35-hour work week

Full-time permanent employees also receive:

- Comprehensive benefits including health, dental, life insurance, and pension
- Paid vacation, holidays, sick time and additional leaves
- Work-life balance supports such as modified work weeks
- Professional development and career growth opportunities

- Employee and Family Assistance Program

Apply Today

We value diversity and are committed to fostering an inclusive workplace that reflects the communities we serve. If you require accommodation at any stage of the process, please let us know. If you're part of an equity group, we encourage you to self-identify when applying.

Please submit your application through **CareerBeacon.com**. We thank all applicants for their interest, but only those selected for an interview will be contacted.