



Saanich Police Department

EXEMPT JOB DESCRIPTION

Position Title:	Director of Finance & Procurement	PEDFP
Division:	Office of the Chief Constable	
Reports to:	Chief Constable	
Date Created:	1/14/2025	Date Revised: 6/16/2026

Position Summary

Under the direction of the Chief Constable, this exempt position is an integrated member of the Senior Leadership Team, and is responsible for leading, advising and directing all aspects of financial and procurement management that support the Department's strategic initiatives, while ensuring compliance with prescribed accounting and reporting standards. Work is subject to periodic review by the Chief Constable, but considerable independence exercising judgement in the implementation of established policies and procedures is expected.

Key Duties and Responsibilities

FINANCIAL:

- Prepares and directs the development of the Department's annual budget in consultation with the Chief Constable.
- Develops, recommends and implements policies, procedures and standards for all financial functions and inventory management in accordance with generally accepted accounting principles and practices and legislative requirements.
- Approves expenditures and monitors actual financial results.
- Provides financial and operational reports, advice and counsel to the Chief Constable and Police Board, as well as other senior staff.
- Manages accounts payable and accounts receivable.
- Analyses and prepares estimates and annual budget forecasts to support the development of long-term initiatives and business plans.
- Ensures consistent, timely, and accurate financial reporting to the Office of the Chief Constable, including regular variance reporting, forecasts, and financial risk identification to support executive decision-making
- Performs cost-implementing analysis, and initiates processes and procedures related to changes to collective agreements and is directly involved in collective bargaining process.
- Assists the Chief Constable with financial aspects of labour relations and participates on the employer's bargaining team in contract negotiations.
- Determining appropriate pay and benefits entitlement and providing correct information to Municipal staff.
- Prepares and reviews service agreements and contracts, memorandums of understanding and letters of understanding.
- Approves requisitions for supplies and equipment, with detailed knowledge of purchasing and tendering processes.
- Represents the Saanich Police in financial administrative matters involving the District of Saanich, external audits and other government agencies.
- Manages budgets for regional police units.

- Assigns and reviews financial related functions of the Manager of Executive Services, Executive and Administrative Assistants in the Office of the Chief Constable for compliance with established standards.
- Supervises the activities of staff involved in accounting, purchasing and financial and budgetary functions.

PROCUREMENT:

- Directs and administers the Department's procurement functions.
- Represents the Saanich Police in procurement matters involving the District of Saanich and vendors.
- Provides expert advice, and consultation to staff on compliance and consistency with applicable legislation and trade treaty obligations.
- Supports and champions a "Best Value" approach that will consider how to structure and conduct procurements in a fashion which allows for a consideration of factors beyond lowest cost (financial and non-financial factors where appropriate) in determining which supplier provides the overall greatest benefit.
- Reviews business requirements and spending patterns to identify opportunities for more strategic sourcing.
- Ensures conformance with and consistent application of District's Purchasing Policy, standards, practices and procedures.
- Ensures adherence to the highest standards of ethical conduct.

ADMINISTRATION:

- Maintains operational and administrative standards and objectives consistent with legal standards and Departmental goals.
- Establishes and maintains strong internal financial controls and ensures audit readiness, including coordination of internal and external audits and implementation of audit recommendations.
- Prepares and reviews complex, confidential reports, correspondence and other documents.
- Prepares and reviews operating statistical tabulations and reports for external agencies.
- Actively engages in change management, leading others through transition and change as appropriate.
- Maintains a high level of confidentiality and security of information in all aspects of their work.
- Performs related work as required.

Qualifications

- Chartered Professional Accountant (CPA) Designation, supplemented with education in Business or Public Administration.
- Five years' accounting experience, preferably in a large organizational setting, or in the public sector where the management of a significant budget is part of the role.
- Four years' office management experience or an equivalent combination of training and experience.
- Advanced proficiency in enterprise financial systems and software, budgeting and forecasting tools, and data analytics/reporting platforms, with the ability to generate clear, actionable financial reporting for executive leadership.
- Experience in database and file management.
- Thorough knowledge and experience in the principles and practices relating to the financial management of a department/organization.
- Thorough knowledge of municipal, provincial and federal legislation (e.g. Local Government Act, Community Charter and the Police Act) as it pertains to all aspects of the financial administration for the Department.
- Ability to communicate effectively with internal and external clients, including Federal, Provincial, Municipal organizations, other police agencies, and regional units.
- Ability to establish and maintain positive and professional relationships with elected and appointed officials, the public, and outside organizations.
- Advanced skills in Microsoft Office software, including Outlook, Excel, PowerPoint and Word.
- Demonstrated ability to handle matters requiring high levels of diplomacy, sensitivity and confidentiality.

- Ability to effectively manage multiple tasks under tight timelines and use initiative to plan, organize and make sound decisions on competing priorities, including conflicting deadlines.
- Ability to initiate, develop and implement policies, plans and reports for the Department.
- Demonstrated ability to remain abreast of best practice, industry trends and innovative/adaptive approaches.
- An equivalent combination of education and experience may be considered.

Required Standards

- Must pass/maintain the required police enhanced reliability security clearance check, including polygraph testing.
- Maintain strict adherence to privacy and confidentiality requirements.