



JOB OFFER

Budgetary Support Advisor

Regular position

35 hours per week (50% at the office and 50% teleworking)

Working with us means:

- Joining a dynamic, passionate and committed team.**
- Choosing a stimulating work environment focused on mutual support, respect and collaboration.**
- Accessing a career full of learning and professional development opportunities.**

The Budgetary Support Advisor must:

Act as a resource person for the early childhood team for everything relating to sound financial and budgetary management and the application of the various provincial and federal funding programs for the educational childcare services under agreement with the FNQLHSSC. More precisely, the Advisor must:

- Support the early childhood team in supporting those responsible for educational childcare services in the communities:
 - In the application of financial rules and obligations as well as in the use of electronic platforms and software such as SAGE, clicSÉQUR, ACCEO, etc.
 - In the improvement of problematic situations and in the application of financial recovery plans.
- Define and understand the administrative and financial management needs of educational childcare services and propose adapted solutions and strategies.
- Conduct analyses and identify the financial and budgetary issues of the childcare centres and propose adapted solutions.
- Develop training and tools and disseminate them with a view to strengthening the financial management capacities of childcare centres.
- Monitor changes to the budgetary and occupancy rules of the Ministère de la Famille to inform the early childhood team and make recommendations with the aim of adapting them to the realities in the field.

Qualifications and Requirements

- Bachelor's degree in administration or accounting.
- Two or three years of relevant experience.
- Experience in the field of childcare services and knowledge of how the childcare network operates are assets.
- Ability to simplify the principles of accounting and administration and explain them to people without financial training.
- Knowledge and understanding of First Nations cultures.
- Knowledge of Microsoft 365, ACCEO and clicSÉQUR.
- Excellent command of French and English (written and spoken).
- Willing to travel throughout Quebec to First Nations communities.
- A valid driver's licence.

Desired profile

- A good mind for analysis, synthesis, and simplification.
- Good communication skills, both oral and written.
- Openness and good adaptability.
- Ability to work effectively as part of a team.
- Organized and ability to manage several files simultaneously.

Salary

The gross annual salary is between \$56,365.40 and \$69,414.80 and varies according to the candidate's experience.

Start date

As soon as possible.

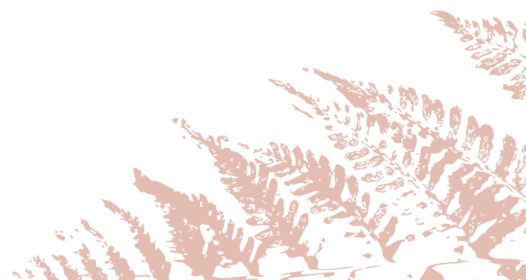
SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter, to the human resources department by mail or email to:

**First Nations of Quebec and Labrador Health
and Social Services Commission**

250 Place Chef-Michel-Laveau, Suite 102
Wendake, Quebec G0A 4V0

Email: rh@cssspnql.com



** Only selected candidates will be contacted.
The FNQLHSSC prioritizes applications from the First Nations and Inuit.*

