

FINANCE OFFICER

Nature of the work

The finance officer is a professional whose occupation includes, in particular, establishing administrative programs and procedures and providing assistance to the various administrative units of the college concerning finance, particularly in the following fields:

- budgetary planning and control;
- accounting;
- reports and financial statements;
- collection of revenue;
- planning of expenditures.

Required qualifications

A bachelor's degree with a specialization appropriate to the employment such as:

- commerce;
- business administration,

Some characteristic functions

In the area of budgetary planning, the finance officer develops and applies norms and procedures pertinent to this sector; he makes the necessary forecasts to determine short-term, medium-term and long-term operating costs; he oversees the budget and accounting transactions; he also prepares financial statements.

In the field of finance, he deals with the problem of solvency, in particular, by taking appropriate measures to accelerate collection of amounts owing to the college and by planning its expenditures, by studying the investment market and by preparing the necessary studies for entry into the loan market or the bond market.

He is responsible for setting up and controlling the application of administrative norms and procedures related to operations for which he is qualified. He may also look after the payroll department.