



UNION OF NORTHERN WORKERS (UNW)
Director of Finance and Administration
Indeterminate – Yellowknife Office

The UNW is the North's largest union, with a unique and diverse membership of over 5,500 members throughout the NWT, made up of public servants and various private employee groups. As a component of the Public Service Alliance of Canada, the UNW enjoys the advantage of both regional and national representation in Canada.

Duties: Reports to the President.

- Manages the financial and administrative affairs of the Union.
- Advises the Executive of the Union on matters related to the Union's financial and administrative affairs.
- Working in conjunction with the other members of the UNW's management team, acts as a political advisor on all aspects of the Union.
- Supervises support staff (Finance, Communications, Membership Records, Reception/Administration).
- Maintains the accounts of the Union, including preparing and managing budgets.
- Co-ordinates and controls time off and travel arrangements for Union Officers, staff, and members.
- Oversees the maintenance of the Union's membership records.
- Facilitates and assists the Executive in strategic planning, Triennial Convention, and other consultations.

Qualifications:

- University or College graduation with a degree in Business, Accounting, Administration, Human Resource Management, or a related field.
- Ten years senior management experience in one of the aforementioned fields. Experience with budgeting, bookkeeping, or accounting is essential.
- Knowledge of government decision making and the Canadian political system. Commitment to union principles and social justice. Experience working for a Union would be an asset.
- High degree of tact, good judgement, and political savvy.
- ***A criminal records check may be required.***

Salary Range: \$109,492.50 - \$130,708.50

Interested persons may submit their resume of qualifications and experience in confidence to:



Recruiting - DFA
Union of Northern Workers
Suite 400, 4910-53rd Street
Yellowknife, NT X1A 1V2

or by FAX: (867) 920-4448
or by EMAIL:
employment@unw.ca

Deadline: August 3, 2018 by 5:00 p.m.

Please Note: Only candidates selected for an interview will be contacted.