



Position Profile

# UBCP/ACTRA Manager of Finance

June 2025

On behalf of Harbour West  
Consulting + Synergy Executive  
and Board Consulting Group

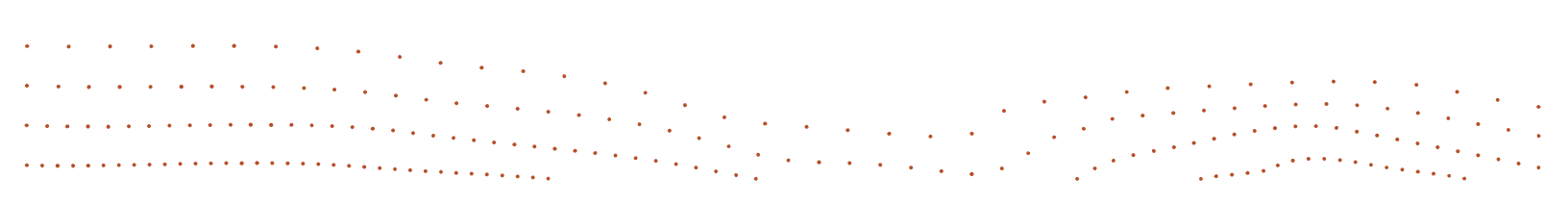
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# Union of British Columbia Performers (UBCP/ACTRA)



The UBCP/ACTRA honours the unceded xʷməθkʷəy̓əm (Musqueam), səliłwətaʔ (Tsleil-Waututh), and Skwxwú7mesh (Squamish) territories, where its office is located.

The Union of British Columbia Performers (UBCP/ACTRA) is an autonomous branch of ACTRA (Alliance of Canadian Cinema, Television and Radio Artists), the national organization of professional performers working in the English-language film, television and recorded media in Canada. UBCP/ACTRA represents, protects and advances the interests of professional performers in British Columbia and the Yukon and promotes a thriving, inclusive, and diverse film and recorded media industry in Canada. Its membership of more than 8,500 members across BC and the Yukon are integral to the approximately 30,000 performers who have come together to build ACTRA, Canada's strongest Union of cultural workers.

## Mission

UBCP/ACTRA negotiates fair wages and safe working conditions for all performers. UBCP/ACTRA advocates for the protection of performers' rights, and ethical and professional standards in the industry, as well as encourages and support the creation of work opportunities for UBCP/ACTRA members.

## Values

The values of UBCP/ACTRA include; Respect, Professionalism, Integrity, Equity, Solidarity, Advocacy, Social Responsibility, Sustainability, and Community

## Useful Links

For more information about the UBCP/ACTRA, please visit: <https://www.ubcpactra.ca>



## Position Responsibilities

Reporting to the Executive Administrative Director, the Manager of Finance supports the President, Treasurer, and Executive Board in successfully advancing UBCP/ACTRA's strategic objectives and fulfilling the organization's financial accountabilities. This position includes direct oversight of union staff within the department. UBCP/ACTRA is a dynamic and fast paced, member-driven union supported by a dedicated team of approximately 35 staff. The Manager of Finance will be a strategic and relationship-oriented finance leader with a strong foundation in financial management and a passion for supporting a mission-driven organization. They will lead the Bargaining Unit Staff in the Finance Department to oversee treasury, accounting, audits, taxation, and all other financial activities of the Union.

The salary for this position is \$125,000 annually, supplemented by a competitive total compensation package. This position is full time and based onsite.



## Key Opportunities

### Strategic Leadership

- Report to and support the Executive Administrative Director (EAD) to advance the organization's Strategic Priorities
- Support the EAD with stewardship of all the financial operations of the Union with a focus on preservation of Member funds
- Engage with outside financial entities on behalf of the organization (brokers, bankers, insurance providers, and the CRA)
- Support the EAD with the oversight of leases, contracts, and other financial commitments
- Advise and support on the financial aspects of the various collective agreements, in consultation with the Director of Contracts
- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Liaise with Board Treasurer to provide detailed financial reports, collaborate on budgeting and financial planning, support oversight of treasury functions and ensure clear and transparent communication between the finance team and the Board's financial leadership

### Financial Management + Reporting

- Prepare the annual operating budget in consultation with the Board Treasurer and Executive Board for approval by the membership at the Annual General Meeting (AGM)
- Lead the planning, preparation, and execution of the annual audit process, including setting audit timelines, managing internal readiness, supporting documentation requests and working with external auditors to address findings
- Oversee tax functions, including ensuring compliance with all applicable federal and provincial tax regulations
- Oversee the treasury and accounting functions which includes investments, general ledger, accounts payable, accounts receivable, bank reconciliations, insurance, retirement transfers, and residual payment processing
- Coordinate, analyze, develop, and report financial and residual results to the Members, Executive Board and Management on a monthly and as needed basis
- Research and prepare short and long-term financial forecasts to support corporate decisions and financial planning
- Ensure legislative timelines are adhered to concerning the preservation of financial records
- Establish internal financial controls and oversee all internal control procedures
- Maintain proficiency in all aspects of corporate accounting and all pertinent Generally Accepted Accounting Principles (GAAP) rules, regulations, legislation, and collective agreement provisions
- Manage the acquisition and disposal of capital assets





## Financial Administration + Operations

- Lead the development, implementation, and monitoring of financial policies and procedures in alignment with applicable regulations, legislation, non-profit sector accounting standards, best practices, and industry trends
- Lead the negotiation and review of insurance policies and management of claims and liability
- Provide financial support on all finance activities related to employee benefits, retirement plans, corporate insurance, and related activities
- Ensure organization's adherence to financial laws, regulations and guidelines
- Serve as a member of the Management team and attend weekly meetings
- Liaises with Legal Counsel in consultation with the EAD

## IT Operations

- Engage with ACTRA National IT projects, ensuring local operational needs and perspectives are represented in the planning, implementation, and evaluation of technology initiatives
- Advocate for UBCP/ACTRA by identifying local technology priorities, communicating system or infrastructure needs, and collaborating with ACTRA National to ensure tools and platforms align with the organizations strategic goals and day-to-day operations

## Human Resource

- Support the EAD in all areas of human resource in collaboration with the HR Coordinator, including workforce planning, organizational development, change management, and fostering a positive and inclusive workplace culture. Provide input on HR strategy and ensure that departmental practices align with broader organizational values and goals
- Oversee the recruitment, management, and supervision of staff in the Finance Department including coaching, employee development, annual performance reviews and discipline (up to termination, when appropriate), in accordance with the Staff Unifor Collective Agreement
- Support the EAD in collaboration with HR in developing, implementing, and maintaining policies and procedures for staff, management and the Executive Board
- Participate and support in bargaining the Staff Unifor Collective Agreement

## Membership Engagement

- Attend and present reports at Membership Meetings
- Participate in Membership Committees, being the point of contact for financial inquires



## Key Relationships

<b>Reports to</b>	Executive Administrative Director
<b>Oversight of:</b>	Finance Department's Bargaining Unit, which include: <ul style="list-style-type: none"><li>○ Assistant Stewards Finance</li><li>○ Bookkeeper(s)</li></ul>
<b>Engages with</b>	Executive Board President Board Treasurer Senior Leadership Management Team UBCP/ACTRA Staff UBCP/ACTRA Members ACTRA National Legal Counsel Consultants, Contractors, and Vendors Unifor Representatives Financial Services (i.e., brokers, bankers) Insurance Providers Government Agencies + Departments (i.e., the CRA, Ministry of Finance)

## Budget

- This role is responsible for overseeing an annual budget of approximately \$7 million.



## Candidate Qualifications

This is an exciting and dynamic opportunity for a finance professional committed to overseeing and enhancing all financial operations in support of UBCP/ACTRA and its members. The ideal candidate will hold a professional accounting designation (CPA) and possess post-secondary education in accounting and/or finance, offering a strong technical foundation to lead UBCP/ACTRA's financial operations. The successful candidate will have a minimum of five (5) years of progressive experience in financial management, with demonstrated expertise in financial planning, budgeting, reporting, and ensuring regulatory compliance. In addition, the successful candidate will have over three (3) of supervisory experience, with a proven ability to mentor and develop high-performing teams while fostering a collaborative and supportive work environment. An equivalent combination of education and experience will be considered.

## Competencies

- Experience working within a unionized environment, and ideally, familiarity with interpreting and applying collective agreements
- Demonstrated understanding of non-profit financial management practices and standards; experience working in the non-profit sector will be considered a strong asset
- Demonstrated ability to build effective relationships across internal departments and external stakeholders, supporting and advancing a culture of trust, transparency, and accountability
- Demonstrated integrity and accountability, to ensure alignment with the organization's ethical standards and values
- Ability to clearly and succinctly articulate financial data across various audiences and financial aptitudes

## Interpersonal Skills

- Ability to anticipate and respond to the needs of members, staff, and stakeholders in alignment with organizational priorities
- Makes strategic, thoughtful, timely decisions based or recommended solutions based on sound assessment of priorities, risks, and impacts
- Prioritizes tasks, manages timelines, and tracks progress and data to ensure effective execution
- Identifies challenges, analyzes root causes, and develops practical, forward-thinking solutions
- Builds strong, collaborative relationships across internal teams and external stakeholders to support union goals
- A self-starter and be able to take ownership, who can work independently and as part of a team, works cooperatively with others to solve problems, set goals, and achieve shared outcomes
- Excellent organizational and technical skills, ability to learn new technology and software quickly
- Excellent written and speaking skills including the ability to prepare and present verbal and written reports, presentations, and recommendations, communicates clearly and professionally, using appropriate tools to ensure timely and effective engagement
- Demonstrates of the highest level of integrity and builds trust
- Inspires and motivates others to achieve meaningful results aligned with organizational mission and values





## Metro Vancouver Region, BC



The spectacular west coast of British Columbia, Metro Vancouver, consistently ranks as one of the most livable places in the world. The region is known for its panoramic views and spectacular natural scenery and offers limitless opportunities for outdoor pursuits, such as hiking, mountain biking, and skiing at several venues, including nearby Whistler Blackcomb. Metro Vancouver offers all the amenities of an international destination – from thousands of restaurants to countless parks and recreation facilities to world-class theatre, cultural and sporting events.

UBCP/ACTRA is based in Vancouver, British Columbia, a vibrant hub for film, television, and digital media production in Canada. With its head office located at 380 West 2nd Avenue in the heart of the city, UBCP/ACTRA is well-positioned to serve performers working in one of North America's busiest production centres, while also maintaining strong ties with its national and international industry partners.

### Useful Links

To gain insight into housing prices in and around Metro Vancouver, please visit: <http://www.realtor.ca>



## Equity, Diversity + Inclusion

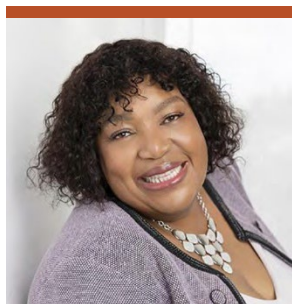
Synergy Executive + Boards Consulting Group (Synergy) and Harbour West Consulting believe that equity, diversity, inclusion and accessibility are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone - no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status – should have equitable access to jobs and opportunities. We strive to ensure the recruitment process unfolds in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.

UBCP/ACTRA encourages all applicants regardless of age, sex, gender identity, colour, religion, sexual orientation, or any other basis to apply.

## Contact Us

Should you be interested in learning more about this opportunity with UBCP/ACTRA, please contact Trish Mandewo at 604-726-0856 or Carol Robinson at 604-998-4032, or forward your résumé and a letter of introduction to [info@synergyonboards.ca](mailto:info@synergyonboards.ca) or [info@hwest.ca](mailto:info@hwest.ca).

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We will respond to all who express interest.



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