



Manager, Finance & Administration

Employer: Screen Nova Scotia / Screen Nova Scotia Studios

Type: Full-time

Location: Hybrid (Screen Nova Scotia head office / Screen Nova Scotia Studios / Remote)

Salary: \$60,000 annual

Benefits: Shared Health & Dental Insurance

Position Overview

Screen Nova Scotia is seeking an experienced, hands-on Manager of Finance & Administration to manage the core financial and administration of both Screen Nova Scotia and its subsidiary, Screen Nova Scotia Studios (the entity responsible for operating Nova Scotia's Studio property).

Reporting to the Chief Executive Officer, this role is responsible for directly managing day-to-day finance and administration across both organizations. The Manager ensures accurate bookkeeping, budgeting, reporting, and administrative systems that support organizational stability and growth.

The Manager will work closely with both the Chief Executive Officer, the Treasurer of Screen Nova Scotia and Screen Nova Scotia Studios, and the Senior Manager, Operations and Client Services for Screen Nova Studios to advance policy and procedure, compliance, and financial stewardship while ensuring strong financial and operational reporting.

Purpose of the Role

To ensure that Screen Nova Scotia and Screen Nova Scotia Studios operate with:

- Strong financial controls
- Reliable reporting
- Effective administrative systems
- Clear accountability
- Stable internal processes

Key Responsibilities

Financial Management & Reporting

- Responsible for all day-to-day accounting.
- Prepare monthly and quarterly financial statements and cash flow reporting.
- Support annual budgeting and forecasting.
- Ensure timely payroll, government remittances and CRA compliance.
- Coordinate year-end audit and funder reporting.
- Maintain strong accurate records.

Operations & Administration

- Maintain contracts, insurance, leases and corporate records.
- Oversee HR administration, payroll and employee benefits.
- Support recruitment, onboarding and performance review processes.
- Maintain policies, procedures and organizational documentation.
- Ensure administrative systems operate efficiently across both organizations

Governance & Board Support

- Prepare financial reporting and governance materials for the Board of Directors and committees while maintaining corporate records

- Escalate issues requiring executive or board attention.

Qualifications & Experience

- 3+ years of progressive experience in finance and administration
- 3+ years experience in budgeting and reporting
- Proficiency QuickBooks Online and Excel
- HR organization and processes
- High level of organizational and documentation skills.
- Exceptional attention to detail
- High degree of discretion
- Comfortable working independently
- Professional proficiency in spoken and written English is required

Assets

- CPB or PCP certification
- Familiar with Google Suite
- Knowledge of generally accepted accounting principles
- Experience with non-profit organizations
- Experience in the film, television, or creative industries
- Knowledge of public funding and reporting

About Screen Nova Scotia & Screen Nova Scotia Studios

Screen Nova Scotia is a film commission and non-profit industry association that supports Nova Scotia's screen-based storytelling ecosystem.

Screen Nova Scotia Studios, a wholly owned subsidiary of Screen Nova Scotia, manages and operates the Industry's Studio property.

Together, these organizations are building the infrastructure, talent, and partnerships needed to make Nova Scotia a global destination for film and television production.