

## Registration & Finance Officer

### Position Posting (2024)

**Location:** Halifax, Nova Scotia (Hybrid)

Remote and office work (Days TBD). Attendance at virtual and in-person meetings.

**Position Type:** Full-time (37.5 hours/week, flexibility required and offered)

**Salary range:** \$81,900 to \$91,000

**Application Deadline:** October 21, 2024

### Organization Overview

The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP) regulates in the public interest by setting the entry to practice requirements for MIRTPs, ensuring the continued currency of MIRTPs, and by addressing concerns from members of the public. As the regulator, the mission is to protect the public by maintaining and advancing high standards of qualification and ethical practice within the healthcare specialties.

### Position Summary

We are seeking a highly organized, detail-oriented Registration & Finance Officer (RFO) to join our team. The RFO reports to and works with the Executive Director/Registrar to support the operations of the organization and initiatives as directed by the Board. This role is crucial in providing administrative and financial support, facilitating the registration/licensing process for applicants/registrants and performing routine financial and administrative tasks. The ideal candidate will have financial and regulatory experience, possess excellent written and verbal communication skills and the ability to efficiently manage a variety of activities. A strong commitment to professionalism and confidentiality is required.

### Key Responsibilities

- Provide support in policy development and implementation as it relates to governance and operations.
- Follow relevant registration policies, legislation, and regulations, to assist applicants and registrants with registration inquiries and licensing processes.
- Direct communication with registrants and stakeholders to provide relevant information.
- Maintain and update records, databases, and filing systems, ensuring accuracy and confidentiality.
- Manage website, learning software program and social platform updates.

- Understand, review and discuss routine financial documents to support fiduciary requirements.
- Support with financial tasks including invoice processing, expense tracking and review of quarterly reports.
- Provide administrative support including: meeting set-up, document preparation, timely and accurate correspondence
- Assist with the preparation of reports, presentations and newsletters.
- Provide support on various projects as required by the team.
- Lead in key aspects of operations where delegated or required.

### **Qualifications, Skills and Attributes**

- Bachelor's or Master's Degree in business, office administration, or related health field.
- Minimum of 5 years' experience in an administrative, financial, or health profession role, preferably in a health or regulatory environment.
- Experience with registration database/management and financial software preferred.
- Proficiency in Microsoft Office Suite and virtual communication platforms.
- Self-directed with exceptional organizational and time-management skills.
- Collaborative approach to performance and organization operations.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Knowledge of the healthcare regulatory landscape in Nova Scotia is an asset.

### **What We Offer**

- Competitive salary and benefits package.
- Opportunities for professional development and career growth.
- Supportive and collaborative work environment.
- The chance to contribute to the high standards of health care in Nova Scotia.

### **How to Apply**

Please submit your CV and cover letter detailing your qualifications and experience relevant to this role by email to [ed-registrar@nscmirtp.ca](mailto:ed-registrar@nscmirtp.ca) with RFO Position Posting 2024 in the subject field. The application deadline is **October 21, 2024**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.