



Position Title: Finance Administrative Assistant

Competition #2025-U15

Number of Positions: 1

Work Schedule: Monday to Friday, 35hr Work Week, with the potential to participate in the Modified Work (flex) Program

The Town of Sidney, located on the Saanich Peninsula, is a vibrant waterfront community with a population of over 12,000. The Town provides a high energy, creative, and collegial work environment that supports balanced professional and personal activities.

The Town invites those who share our values of ***Excellence in Public Service*** and ***Teamwork*** to apply for this amazing opportunity.

Reporting to the Manager of Finance, this position serves as the initial point of contact for general inquiries to the Town. The incumbent is responsible for responding to and appropriately directing telephone inquiries, performing cashier functions involving the receipt and recording of payments, processing incoming and outgoing mail, maintaining and filing finance-related records, and carrying out a variety of administrative and data processing duties in support of the Finance Department.

To be considered for this position, applicants should have the following qualifications:

- Completion of Grade 12, supplemented by an Office Administration Certificate or other related courses.
- Minimum of three (3) years of general office experience, preferably in a municipal environment.
- Experience with providing effective customer service and dealing with the public.
- Or an equivalent combination of training and experience.

Legal ability to work in Canada is a requirement of this position.

This is a regular, full-time CUPE Local 374 position with a 2024 wage of \$31.58/hour (adjustment pending) and an excellent benefits package. A detailed job description is available on the Town's website at [Sidney.ca](https://www.sidney.ca).

Please submit any accommodation requests when you apply or at any point during the competition process. All requests are received in confidence by Human Resources.

Please submit your cover letter and resume to the attention of Human Resources, quoting **Competition #2025-U15 Finance Administrative Assistant**, to careers@sidney.ca.

The closing date for receipt of applications is 12:00 midnight on Sunday, December 7, 2025.

We thank all applicants for their interest, however, only those selected to participate in the competition process will be contacted.