



Position Title: RCMP Finance/Fleet Clerk

Competition #2025-U06

Number of Positions: 1

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

The compensation rate for this position is currently under review.

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 RCMP Administrative Services, the incumbent provides financial and fleet support to the Detachment. The range of duties is complex and confidential in nature, requiring knowledge of financial and fleet administration and strong interpersonal and communication skills. Both areas of responsibility require a high degree of independence and judgment. The incumbent must possess the ability to perform a variety of tasks under a demanding workload, and work effectively and efficiently under deadlines, with very little supervision beyond established policies and procedures, of which the incumbent is required to have sound knowledge. Obtaining and maintaining an RCMP Enhanced Reliability Clearance is an ***essential*** condition of this position.

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

- Grade 12, supplemented by post-secondary education in Business Administration (Accounting or Finance option) or related discipline.
- Five years of directly related finance or administration and fleet experience.
- Obtain and maintain a current RCMP Enhanced Reliability Clearance.
- Valid Class 5 BC Drivers Licence.

Legally able to work in Canada is a requirement of this position.

The following additional qualifications would also be beneficial:

- Related experience in a policing or government environment.
- Equivalent combination of training and experience.

This is a regular, full-time CUPE Local 374 position with a 2024 wage of \$36.52 (Step 2 – 2024 Rate) 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.

Please submit your cover letter and resume to the attention of Human Resources, quoting **Competition #2025-U06 RCMP Finance/Fleet Clerk**, to careers@sidney.ca.

The closing date for receipt of applications is 4:00 pm on Sunday, June 15, 2025.

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