



Canadian  
Electricity  
Association

Association  
canadienne  
de l'électricité

## Legal & Finance Program Officer

Reports to Director of Risk, Reliability and Resiliency

### About CEA and the Position

Interested in working with senior electricity sector representatives on legal and finance issues? Willing to learn, adapt and grow into this position? Then apply. We welcome applications from diversity of candidates.

The Canadian Electricity Association is the voice for safe, secure, and sustainable electricity. Working together, Canadian electricity utilities and companies that provide products and services to the electricity sector ensure Canadian electricity is some of the cleanest in the world. CEA's corporate values are the following: we value our Members, our Team, Excellence, Leadership, and Innovation.

This position provides a range of policy and administrative support to the Legal Committee and the Finance, Tax and Accounting (FTA) program (i.e., CFO Committee, Finance and Accounting, Tax Committee, Internal Audit and Enterprise Risk Management Committee). They will conduct research, analysis, issues briefs in partnership with the team director and committee chairs, draft agendas and minutes for distribution and focus on committee topics that need to be addressed from an industry perspective with other stakeholders, government relations, the federal government, regulators and more.

This is a 1-year contract opportunity to start with potential for renewal in fall 2021.

## KEY RESPONSIBILITIES

### Issues Management (40%)

- Identify and address policy issues pertaining to business risk and opportunities, while ensuring committee programming reflects these risks and opportunities.
- Conduct research and analysis pertaining to finance, tax, accounting and legal issues.
- Engage and partner with various stakeholders (e.g. government officials, associations) to address and resolve industry issues pertaining to the above committees.
- Partner with Government Relations department at CEA to ensure committee issues are effectively addressed through the appropriate channels and with the appropriate messaging to stakeholder groups.
- Develop collaborative relationships with energy and other sector associations, entities to address common challenges.



## Committee Management (60%)

- Support the team by responding to CEA member requests.
- Work with the CEA meetings Coordinator and ensure all committee meetings and workshops (in-person and digital) are scheduled on an annual basis opt meet the needs of members.
- Ensure all committee contacts and distribution lists for both email dissemination and within CEA's Contact Management Systems (CMS) are up to date
- Coordinate committee meetings by compiling meeting/conference call agendas schedule and participate in meetings, record and transcribe minutes; liaise with committee members and other stakeholders (i.e., CEA staff/external presenters), follow-up and/or take on committee action items, and prepare correspondence as required.
- Anticipate and support committee chair requests to maintain, plan and coordinate committee workload.
- Facilitate setup of conference calls, digital events, and workshops.
- Contact and coordinate attendance and topics of guest speakers for digital events and in person meetings.
- Coordinate, distribute and manage fee-for-service invoicing process in partnership with the accounting team.
- Identify topics of discussion for conference calls, webinars and /or in-person meetings.
- Draft, update and maintain correspondence, manuals, forms and other related materials for the department.
- Update and maintain our internal extranet to ensure access to all relevant material (i.e. manuals, support documentation, reports, third party research).
- Assist members with online access to SharePoint and/or database systems for the fee for service committees.
- Other related duties as required.

## Key Qualifications

- A university or college degree/diploma in regulatory sciences, business administration, political sciences or related disciplines.
- Minimum of 2 to 3 years related work experience in providing committee support.
- Attention to detail, excellent organization skills and ability to work independently and with a team.
- Ability to manage multiple projects and tasks to completion and work with ambiguity.
- Proficient in MS-Office (OneDrive, Outlook, Excel, Word and PowerPoint).
- Intermediate skill in Adobe Acrobat.
- Ability to travel post COVID.
- Have a good understanding FTA terms and procedures.
- Fluent English. French is an asset.

Relevant correspondence (including résumés) can be directed to [careers@electricity.ca](mailto:careers@electricity.ca)



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We thank all candidates who apply. However, only those selected for an interview will be contacted. CEA is an equal opportunity employer. We are committed to maintaining inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted in relation to this or any other job opportunity or testing, please advise a representative in a timely manner of the accommodation measures which are required in order to enable you to be assessed in a fair and equitable manner. All information received relating to accommodation measures will remain confidential. Please note that we will not automatically consult accommodation requests from prior selection processes.