THE TOWN OF ANTIGONISH

2026-11-05

Interim Financial Leadership Secondment Opportunity

Purpose

The Town of Antigonish is seeking proposals from qualified individuals or accounting and advisory firms to provide an experienced senior financial professional through a secondment arrangement to support the Town's finance function during an anticipated 18-month period, with a potential extension for up to six (6) additional months.

Engagement Overview

The Town is seeking a dedicated CPA with strong public sector accounting experience, preferably including municipal government experience and knowledge of Public Sector Accounting Standards (PSAS).

The successful resource will report to the Interim Director of Corporate Services and serve as an integrated member of the Town's management team, providing continuity of financial leadership and support across the organization. Key responsibilities are expected to include:

- Oversight of accounting and financial operations
- Assistance with budget development
- Financial reporting and year-end audit coordination
- Treasury and cash management
- Oversight of property tax and utility billing
- Financial lead for new ERP system implementation (Naviline)
- Oversight and enhancement of internal controls and financial processes
- Supervision and support of a team of four (4) clerks
- Financial advice and support to senior management

The Town welcomes submissions from individuals or firms capable of seconding a qualified individual resource for this engagement.

Term

The engagement is expected to commence as soon as possible and continue for approximately eighteen (18) months. The Town may, at its sole discretion, extend the engagement for up to an additional six (6) months.

Submission Requirements

Submissions should include:

- Identification of the proposed primary resource;
- CV outlining relevant experience, education, and professional qualifications;
- Summary of municipal government and PSAS experience;
- Availability and proposed start date;
- At least two professional references; and
- Proposed fee structure and pricing terms.

THE TOWN OF ANTIGONISH

Evaluation Considerations

The Town will consider:

- Relevant experience and qualifications of the proposed resource;
- Municipal government and PSAS experience;
- Availability and ability to commence the engagement promptly;
- Proposed pricing and overall value to the Town;
- Submissions will be accepted until the position is filled or closed; and
- Submissions will be reviewed as they are received.

Submissions may be made via email to cao@townofantigonish.ca or by mail to:

Chief Administrative Officer
Town of Antigonish
274 Main Street
Antigonish, NS B2G 2C4