

## Director Finance and Administration

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### POSITION DETAILS

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#### Purpose

The Director Finance and Administration leads our financial and administrative operations and is a key contributor to Effect Hope's financial health and sustainability. As a member of the Leadership Team reporting to the CEO, they will play a critical role in strategic planning and in delivering the strategic plan. They will ensure compliance with governance best practices and all regulatory requirements, and be responsible for overall financial oversight, day to day Human Resources, IT deployment and services, funder reporting, organizational policies, controls, and risk management.

#### Reports to (Title)

- Chief Executive Officer

#### Direct Reports

- Accounting Manager
- Donor Services & Data Manager

#### Status

- Permanent Full-time, Office based hybrid role

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### RESPONSIBILITIES

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#### Financial Leadership

- Prepare and present financial reports, including a budget, forecast and actuals, to the CEO and Board of Directors and Leadership Team, providing analysis and recommendations.
- Work closely with the Finance Committee to facilitate committee work, ensuring that reporting meets the Board's oversight requirements.
- Develop and update Finance policies for the Audit and Finance Committees and ensure policy compliance.
- Identify strategic financial risks and ensure risk mitigation strategies are in place in consultation with the CEO and Board Committees.
- Monitor and report to the CEO on key financial and organizational KPIs.
- Contribute to long-term financial sustainability planning, including assessing economic viability, business continuity, and reserves, to support delivering the strategic plan.

- Collaborate with other senior leaders to develop and implement strategies that support the organization's mission and goals

### **Accounting, Reporting, & Analysis**

- Ensure appropriate accounting and control systems are in place, in accordance with ASNPO principles and in compliance with internal policies and legal obligations.
- Design and implement procedures that ensure effective internal control over accounting records and assets.
- Lead budget management process, provide timely templates, historic data, and support to all budget managers, ensure integrity of consolidated budget, and present budget for approval.
- Investigate variances in budgets, internal controls, and general accounting, and recommend measures to resolve variances.
- Monitor short and long-term cash flow, making recommendations and decisions to optimize and meet cash flow needs.
- Oversee annual financial audit to ensure transactional integrity with effective resolutions and efficient handling of the audit.
- Oversee systems and procedures to ensure compliance with the requirements of all regulatory bodies including Canada Revenue Agency through appropriate and timely registration and filings.

### **Risk Management**

- Lead periodic Risk Management reviews, ensuring that mitigation strategies are in place and risks are communicated and understood by all stakeholders.
- Ensure required liability, property, cybersecurity, and travel insurance coverage is maintained, and negotiate savings where possible.
- Review all Effect Hope contracts and agreements for financial and legal compliance including approving the financial component of all submissions and reports to funders.
- Oversee negotiation and fulfillment of service contracts, including, but not limited to office equipment, office lease, software licensing, IT services, etc.
- Ensure appropriate and effective policies, systems, and processes are in place for incident management &/or emergencies in partnership with the CEO.

## **Human Resources, Staff Management**

- Oversee payroll and human resources needs in partnership with the CEO to provide all HR support services across the organization ensuring staff are well served and appropriate organizational safeguards are in place.
- Develop and implement effective processes encompassing the employee lifecycle from recruitment, onboarding, ongoing performance management and through to retiring or exiting staff.
- Ensure compliance with Ontario's accessibility and occupational health and safety legislation requirements and with future workplace legislation.
- Lead the finance and administration team's development: growing their contributions and professional skills to ensure team engagement and wellbeing, and by providing timely and honest feedback encouraging accountability and growth.
- Working collaboratively, provide exceptional finance and operational support services to internal clients to position them for success in accomplishing organizational priorities and goals.
- Model Effect Hope's values and culture through participating in leading staff spiritual reflections and in all interactions both as a leader and colleague.

## **Information Technology, Data & Administration**

- Evaluate suitability of current and potential future technology, systems, and software for equipping and enabling Effect Hope to achieve strategic plan objectives.
- Develop and periodically update Effect Hope's IT strategy and policies to optimize efficiency, manage cost escalation, and equip departments to accomplish their goals.
- Support all departments by selecting appropriate vendors and solutions, managing change with deployments, appropriate staff training and by recommending ongoing improvements to data and information technology resources.
- Develop and implement policies and procedures needed for effective administrative services and to ensure an office environment that provides a positive working environment for office staff, volunteers, and hybrid staff.

## **Other**

- Participate in activities, initiatives, and special projects as requested.

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## QUALIFICATIONS & QUALITIES

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- Degree in Finance/Accounting, Business Administration, or related field. (CPA designation preferred.)
- 8+ years of related experience including financial leadership and staff development experience, preferably with a registered charity.
- Solid experience with Canadian financial reporting guidelines, CRA regulations and ASNPO (Accounting Standards for Not-For-Profit Organizations).
- Expert hands-on knowledge of Financial Edge or other equivalent accounting software including cloud-based applications.
- IT proficiency with strong skills in the Microsoft 365 platform with ability to lead adoption of new productivity processes and software solutions.
- Experience with Human Resources best practices including applicable legislation, benefits, and pension plan administration.
- Leadership skills that are grounded in a high level of self awareness and knowing what it takes to inspire and motivate teams to work through challenges and accomplish results.
- Interpersonal skills to expand networks by building both internal and external relationships and gain valuable insights and/or support for priorities.
- Passion for Effect Hope's calling and mission with the ability to adapt and lead change to accomplish our mission. Willing to commit to Effect Hope's mission and values.
- Proven critical thinking and data driven decision making skills to navigate ambiguities and validate decisions in the face of complexity and unexpected challenges.
- Communication skills to influence, inform and engage people from diverse socio-cultural backgrounds including effective listening, presentation, writing and verbal communication skills.
- An understanding of general database architectures and experience with the integration of CRM revenue with financial systems is preferred.

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## COMPETENCIES

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**Accountability / Planning & Organizing / Results Orientation** - Displays a high level of organizational confidentiality and discretion and respects the sensitivity of information; demonstrates reliability and integrity on a daily basis; responds to job-related commitments by meeting deadlines and being reliable; develops and oversees multiple plans for groups and teams, anticipates risks and takes appropriate steps to ensure completion; continuously adapts priorities and responsibilities in response to changing needs; reviews and assumes additional responsibilities; balances organizational, team, and individual commitments; evaluates and responds to complex requirements that supports the organizational direction.

**Analytical Thinking / Problem Solving / Strategic Thinking** - High attention to detail and accuracy; evaluates, interprets, and analyses critical, complex information; has a clear and firm understanding of the vision, mission, values, and objectives of the workplace, uses that information to develop responsibilities, tasks, goals, and initiatives that align with short term and long-term plans and growth; reflects on past experience and organizational practices and processes to determine the correct course of action; can analyze the internal and external environment in order to identify current and future opportunities, challenges, and risks; develops practices and structures that protect the organization from potential and known risks.

**Communication** – Excellent verbal and written communication skills. Expresses and transmits information with consistency and clarity, using active listening techniques in order to effectively understand provided feedback; uses several different arguments or points of view to support a position; summarizes information according to the audience in order to promote engagement and increase understanding.

**Leadership** - Maintains a professional and positive manner even under changing or uncertain conditions; works well with a wide range of individuals to provide support, coaching, encouragement, and direction; engages others in order to accomplish organizational goals and strategies; shares ideas, concerns, and solutions with the team; places a high value on teamwork and sets values and objectives that encourages team cohesion. Experienced in developing people to achieve their potential.

**Resource and Fiscal Management** - Develops priorities and plans for the effective use of resources in order to meet organizational objectives that are aligned with financial constraints; develops and maintains an internal control system that protects organizational funds and assets; establishes the appropriate authority, responsibilities, and accountabilities to organizational assets and objectives; monitors and develops overall liabilities, revenues, and expenditures; revises and realigns budgets and commitments based on changing needs.

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## WORKING CONDITIONS

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### Work Environment

The physical environment requires the employee to work primarily in inside conditions. Overtime hours may occur to accommodate activities such as Board meetings and various other events. Occasional travel is required; 75% time in Office, 25% time out of office.

### Physical Demands

Fine motor skills will be required using computer equipment and telephone, and processing paperwork daily. Must be physically able to spend a majority of their day in a seated position and using computers.

### Mental Demands

Time constraints and unexpected demands are imposed on this position; very deadline oriented and fast paced; functions of mental effort include active listening, data analysis and research, decision making. Will be required to successfully manage demands from manager, team members, and stakeholders, whether over the telephone or in person.

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