

Job Title: Director, Finance
Reports To: Senior Vice-President & Chief Financial Officer
Department: Finance

JOB PURPOSE

Reporting to the SVP & Chief Financial Officer, the Director, Finance is responsible for overseeing the financial functions within CIPF to enable the organization to fulfill its mandate as outlined in its operational plan. The role includes financial reporting and budgeting, treasury, and investment monitoring and compliance.

DUTIES AND RESPONSIBILITIES

Finance & Accounting

- Financial Reporting / Audit
 - i. Review and approve annual/quarterly/monthly financial statements to the Banks, Board, regulators and CRA that comply with best practices measured by the relevant disclosure requirements for non-profit organizations (and for publicly-traded companies as relevant).
 - ii. Review and approve journal entries.
 - iii. Update and maintain the Financial Control Manual.
 - iv. Oversee allocation of expenses to the funds maintained (Mutual Fund Dealer Fund and Investment Dealer Fund).
 - v. Manage the annual audit process.
- Budget & Forecasting
 - i. Prepare and present a sound annual budget that ensures alignment with strategic plan of the organization and reflects the initiatives and priorities for the upcoming year as well as market data.
 - ii. Prepare and provide senior management and the Board timely variance analyses and forecasts that enable the CEO/Board to assess CIPF's financial condition and to make decisions. Respond to Senior Management and Board requests for analysis / research on costs including any benchmarking to other market participants.
- Management Reporting/ Finance Operations
 - i. Prepare regular monthly/ quarterly and ad hoc reporting for senior management to assist with expense management and strategic decision making.

- ii. Prepare regular reporting on CIPF investment performance.
 - iii. Manage all elements of finance operations, including invoicing, payments, payroll, journal entries, sourcing, etc., ensuring team has the appropriate tools to be able to deliver on the Finance/ Treasury mandate.
- Treasury and Banking Relationships
 - i. Maintain signing authorities and ensure banking requirements are met.
 - ii. Research and recommend changes to Lines of Credit.
 - iii. Ensure CIPF is compliant with all terms and conditions and covenants of Lines of Credit.
 - iv. Perform ongoing cash management including solidifying banking relationships at commercially reasonable / competitive terms and ensuring CIPF is able to meet commitments on time.
 - v. Responsible for annual renewal of insurance policies, excluding the Lloyds policy, and ensure appropriate insurance coverage is in place.

Investment Policy Compliance

- Review monthly investment reports and provide monthly report on rates of return versus benchmark and compliance with policy.
- Manage the process of internal control to ensure compliance with the Investment Policy at all times and that CIPF maintains exemplary control of its financial assets and maintains a high standard of fiduciary responsibility to its stakeholders.
- Managing third party relationships and providing any direction with respect to the investment portfolios.
- Responsible for investment management including monitoring and reporting on performance to the CEO/Board.

Other

- Accountable for the Procurement Guidelines, and reporting any exceptions to the Audit, Finance & Investment Committee.
- Accountable for the day-to-day identification and mitigation of risks to the organization related to the accountabilities above, including designing appropriate processes and controls and ensuring they are operating effectively. Responsible for documenting these risks, controls, and any action plans and reporting thereon in accordance with the Enterprise Risk Management Framework program requirements.
- Supervise and mentor the Controller. Lead and supervise finance department staff on accounting, reporting, internal controls, budgeting, and other financial matters.
- Other projects as assigned.

QUALIFICATIONS AND JOB REQUIREMENTS

Knowledge, Skills and Competencies

- Strong accounting and accounting software knowledge, including advanced knowledge of not-for-profit accounting standards.
- Ability to report financial results to Board in a clear and concise manner.
- Proficient in the use of FileMaker Pro database software in order to maintain, update and extract information.
- Advance knowledge of Excel, PowerPoint, Word for MAC and Windows, Adobe Acrobat.

Experience

- 10+ years of experience after professional qualification.
- Experience with current accounting issues.

Education

- Chartered Professional Accountant.

KEY COMPETENCIES

The competencies listed below are critical to success in this role.

- **Integrity:** Demonstrates and leads with honesty and transparency, with a focus on compliance. Makes sound decisions that support the organization direction, values and support the mandate.
- **Well-being:** Models desired behaviours for all staff and supports employees in achieving their personal well-being goals. Encourages others to participate in health and wellness initiatives.
- **Collaboration:** Leads collaboration throughout the organization and actively seeks opportunities for staff to engage and work together to break down silos. Encourages cross functional teams to streamline processes and foster a united organization.
- **Accountability:** Takes personal ownership and responsibility for the quality and timeliness of work commitments and displays a high level of confidentiality and respect.
- **Critical Thinking:** Demonstrates creative problem-solving skills, intellectual curiosity, and an open mind by analyzing the internal and external environment to develop current and long-term strategies to support the mandate and values at CIPF.