Scarborough Centre for Healthy Communities (SCHC) is dedicated to meeting the diverse, holistic health needs of the people of Scarborough by addressing the physical, mental, social, financial and environmental aspects of their health. Through the promotion of healthy lifestyles and delivery of a comprehensive range of culturally competent health and social services, we cultivate vital and connected communities.

We are currently looking to hire a:

Chief Financial Officer (CFO)

Reporting To:

Chief Executive Officer (CEO)

Summary

Reporting to and partnering with the chief executive officer (CEO), the chief financial officer (CFO) will play a critical role in developing and implementing the financial strategy of Scarborough Centre for Healthy Communities (SCHC).

As a member of the senior leadership team (SLT), the CFO will be an advisor to the senior leadership and management teams, evaluating and assisting them with their financial plans and ensuring alignment with strategic and operational planning. The CFO will be also be responsible for overseeing all fiscal and fiduciary responsibilities, including the organization's human resources and information technology and systems, and for providing policy recommendations to the CEO and Board of Directors.

Key areas of responsibility

- Corporate Services teams – Finance, Human Resources (HR), Information Technology (IT), Facilities
- Financial reporting (internal and external) and budgeting
- Cash flow management and investment oversight
- Payroll administration

Core Competencies

- Critical Thinking and Problem Solving
- Decision making and Judgment
- Quality Orientation
- Time Management
- Creative and Innovative Thinking
- Development and Continual Learning
- Accountability and Dependability
- Research and Analysis
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations

- Mediating and Negotiating
- Coaching and Mentoring
- Communication
- Team Work

Scope and Accountability

Finance and Accounting:

- Provides overall strategic planning and direction to the budgeting process. As a member of the Senior Leadership Team (SLT), works collaboratively with SLT to establish overall priorities and develop an annual budget that supports and facilitates the implementation of those priorities. Reviews the budget for accuracy, completeness and appropriate allocation of funds.
- Plans for and ensures that audited financial statements are prepared for approval by the Board of Directors.
- Liaises with external auditors as required
- Oversees the preparations of financial reports and statements and reviews them as appropriate to identify issues and trends.
- Provides leadership to finance team in areas such as accounts payable, accounts receivable, payroll, processing of donations, and other related functions.
- Ensures that legislative requirements are met and that related policies support such requirements.
- Monitors, reports and forecasts financial results for the CEO and Finance, Audit and Risk (FAR) committee of the Board.
- Ensure that all financial processes are created and maintained for efficiency and effectiveness, without compromising internal controls.
- Ensures that accounting software being utilized is maintained as per required upgrade schedules
- Inform/advise the Finance team and other staff on raising awareness and knowledge of proper financial management procedures.
- Recommends policy and administers matters regarding all legal, banking, insurance, leasing and contracts.

Human Resources and Administration:

- Through the Manager, Human Resources, ensures that human resource policies, procedures and best practices are implemented, meeting all legislative requirements and those of SCHC.
- Provides support and direction to the Manager, Human Resources in the management and coordination of human resource activities and issues.
- Ensures the development of an employee development strategy to address the training, skill development and succession planning needs of employees and SCHC
- Provides strategic leadership to human resource issues and ensures human resource implications of initiatives and programs are brought forward, considered and addressed.
- Ensures that employee and labour relations are managed in a collaborative, progressive and proactive manner, and that the appropriate mechanisms are in place for open communication and engagement.

- Acts as a key member of the management team in union negotiations.
- Ensures that working conditions, salaries, benefits, and other employment related matters are fair and equitable, applied consistently and communicated effectively to all staff.
- Oversees the effective operation of the general office, ensuring that it is appropriately staffed, and that administration in the office meets the needs of Scarborough Centre for Healthy Communities.

Property and Facilities Management

- Ensures effective, efficient operation and coordinated management of all facilities and physical plants, which includes grounds and general maintenance of all SCHC locations.
- Recommends policies and systems related to management of the facilities, and ensures their consistent application and establishes broad parameters regarding facilities management, equipment, and property and ensures they are met.
- Oversees lease agreements for all SCHC's locations.
- Oversees strategic matters related to property and physical plant management, liaising with external contractors and government and community organizations as required.
- Ensures that property and facilities management issues are managed in a proactive and collaborative manner and that due diligence is exercised at all times.

Information Management

- Ensures the effective, efficient operation and coordinated management of information systems.
- Responsible for an overall Information Technology Strategy to support the needs of the organization, including risk management, data protection and disaster recovery, best practices, value for money and an asset management plan.

Team Development and Staffing

- Provides leadership and supervision to the Manager, Human Resources, Manager of Information Systems, and other members of corporate services. This includes hiring, managing the orientation, professional development, performance management, providing ongoing coaching, support and feedback.
- Ensures the appropriate staffing is in place to meet the needs of SCHC in the areas within the CFO's portfolio. Participates in the selection, ongoing development, performance management and promotion or dismissal of staff within the department as required and appropriate.

Senior Administrative Responsibilities

- As a key member of the team participate in problem-solving, brainstorming and bringing forward proposed solutions to a range of issues both at an operational and strategic level.
- Identifies and brings forward to the Leadership team financial and administrative issues as appropriate and provides recommendations for action.
- Proficient in fostering and managing relationships with external contractors and suppliers
- Ensures that communication and liaison between Corporate Services departments and other areas of the SCHC is clear, open and timely.

Educational and/or Professional Qualifications

- Chartered Professional Accounting (CPA) designation required.
- Minimum of 5-7 years progressive management experience, including leadership and strategic experience, in finance and administration. Related experience in property and facilities management and human resources would be an asset.
- Experience in a similar environment or not-for-profit sector an asset.
- Advanced knowledge of a range of financial software applications
- Experience working with a Board and in community relations.
- Experience in strategic planning, policy development and issue management.

Please apply in confidence by emailing a current resume to the attention of the HR Department at hr@schcontario.ca by *5:00 pm on Thursday January 31st, 2019*

***Note: Please quote* CFO in the subject line.**

We would like to thank all applicants for their interest in our organization. Only those invited to an interview will be contacted.

Scarborough Centre for Healthy Communities is strongly committed to diversity within its community and inclusive workforce that reflects the communities that we serve. SCHC encourages applications from visible minority group members, women, aboriginal persons, persons with disabilities and members of sexual minority groups.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), SCHC will provide accommodation in all parts of the hiring process as required, upon request from applicants.

For more information about our programs and services, please visit our website at www.schcontario.ca