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| **Job title** | *Vice-President of Finance* |
| **Responsible to** | *Senior Executive Officers* |

**Job purpose**

The Vice-President of Finance will serve as an integral member of the National Management Committee and will be responsible for financial management of the national office in Ottawa. While the emphasis of this role is finance, it includes responsibilities for managing a breadth of functions and requires an individual who is both strategic and tactical.

**Reporting Relationship**

The Vice-President of Finance is appointed by the Senior Executive Officers and confirmed by the Board of Directors. The Vice-President of Finance reports to the Senior Executive Officers and will liaise with the Financial Oversight Committee as deemed necessary.

**Duties and responsibilities**

The duties and responsibilities of the Vice-President of Finance include:

* Advise the Senior Executive Officers and other key members of the National Management Committee on financial planning, budgeting, cash flow and policy matters.
* Assist National Management Committee with financial planning and financial guidance as needed.
* Preparation and presentation to the Financial Oversight Committee of operating and cash flow budgets, inclusive of three-year comparatives and trend analysis.
* Quarterly financial analysis for performance to plan.
* Preparation and presentation of comparative quarterly financial statements to the Board of Directors, Financial Oversight Committee and National Management.
* Maintain sound financial management of national office resources, ensuring expenditures are in line with the national office objectives.
* Ensure the standing financial policies and procedures for the national office are adhered to referring to CSP Accounting Policies and Procedures Manual established in December 2018.
* Serve, in conjunction with the Senior Executive Officers as a management liaison to the Board of Directors and Financial Oversight Committee.
* Effectively communicate and present critical financial matters at select Board of Directors and Financial Oversight Committee meetings.
* Maintain continuous lines of communication, keeping the Senior Executive Officers informed of all critical issues.
* Interact with national office staff, ; and assist the Senior Executive Officers to set the assignment of accountabilities; objectives; priorities; and assist with the monitoring and evaluation of results.
* Interact with the external bookkeeper on an as required basis.
* Is a member of the Strategic Design Steering Committee.
* Ensure proper accounts and records are kept.
* Establish financial measures (metrics) that are appropriate for the national office and approved by Financial Oversight Committee and Board of Directors.
* Contribute to the fundraising strategy of the national office.
* Be aware of regulatory requirements with respect to financial compliance.
* Provide strategic guidance around capital purchases for approval of the Financial Oversight Committee.
* Other finance and administrative duties as required.

**Qualifications**

The qualifications for this position are broken into two specific categories. All members of the executive level of the management committee should have the following general qualities:

* An understanding of strategy and ability to create operating plans based on strategy.
* The ability to work in an unstructured, self-directed workplace environment.
* Possess strong written and verbal communication skills.
* The ability to manage and chair meetings in electronic and in-person formats.
* The ability to positively contribute as a team member to formulate programs and solutions that are national in scope.
* The ability to listen to and engage CSP leadership and regular members.
* The ability to resolve interpersonal conflict.
* The ability to think independently.
* The ability to receive and provide constructive feedback to other NMC members, including the Senior Executive Officers.
* The ability to use a variety of digital communication and planning tools.
* The ability to discuss and manage expectations and outcomes with committee members from all divisions.
* Good working relationship with all CSP officers, staff and members at various levels.
* Good understanding of the governance and operations of the CSP.
* Verbal and written skills in French and English is an asset.

As the Vice-President of Finance this position has specific skills and qualifications that should include, but are not limited to:

* Financial acumen necessary, business or professional accounting designation preferred.
* Experience with senior management role ideally with financial management strength
* Experience with operational planning and performance measurement.
* An understanding of information technology and information management systems.
* A working knowledge of Sage Software
* Proficiency with Microsoft Excel, Word and PowerPoint
* Must have access to email, high-speed Internet to allow for communication via web camera.

Additional skills that would benefit the successful candidate, while not required, are desirable:

* Previous position in the CSP that involved budget management for a zone or division.
* Previous experience managing people and projects.
* Exposure to different operational approaches in other divisions or zones.
* Presentation skills.

All qualifications comply with provincial and federal human rights legislation.

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| **Approved by**: | *Senior Executive Officers* |
| **Prepared by:** | *Board of Directors* |
| **Date Prepared:** | *June 25, 2020* |
| **Version Control** | *4* |
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| **Reviewed:** |  |