



Director of Finance and Corporate Services

For a results-oriented, visionary leader, this will be a unique opportunity to develop policies, procedures, systems and controls that govern financial and corporate administrative services, as well as work collaboratively with all levels of the organization and the community to create innovative changes to support better outcomes for children, youth and families.

About Jewish Family and Child Service

With a charitable tradition dating back to 1868, **Jewish Family and Child Service (JF&CS)** is a multi-service, client-centred agency, and a Children's Aid Society supporting the healthy development of individuals, children, and families. With a dedicated staff of more than 120, a budget of over \$24 million, and a vision of **"A resilient community where hope, dignity, diversity and humanity thrive"**, JF&CS is continually adapting to changing community needs. In response to the poverty, violence and abuse that touch the community, the Agency provides a wide range of services and programs designed to intervene and assist, through its four dynamic locations in the Greater Toronto Area.

About the Role

As the Agency's new **Director, Finance and Corporate Services**, you will contribute meaningfully to delivering on the JF&CS Mission: **A multi-service agency that strengthens and supports individuals, children, families and communities by increasing safety and security, improving mental health and wellness, and reducing the effects of poverty, within the context of Jewish values.** As a member of the Management Team, you will lead the organization to turn strategy into results and positive, equitable outcomes for communities, families, children and youth, while operationalizing all aspects of the strategic plan to create and implement clear outcome expectations across services.

Reporting to the Chief Executive Officer, you will provide operational direction to the Agency's financial activities, administrative and infrastructure services and systems, while ensuring that adequate controls are in place. Recognized for your progressive, collaborative management style, you will supervise the Finance, Accounting, and Information Technology departments, be responsible for physical facilities, the risk management framework, and clients' financial assistance programs, and work closely with all other Agency departments to ensure enhanced, integrated services across the Agency.

Both strategically minded and tactically skilled, you will create an integrated Agency strategy that includes priorities to support equity and inclusion aligned with the Agency's mission, vision and values, and provide leadership in the Agency visioning, planning, excellence, and quality improvement to ensure service outcomes are realized. Your strengths as a finance and business professional will be evident as you ensure the implementation of, and adherence to, standard accounting procedures and financial reporting systems and practices, direct and manage the financial and accountability aspects of clients' financial assistance programs, and prepare, recommend and administer annual and periodic operating budgets.

Developing, and overseeing the production of, Agency budgets and financial reports, monitoring and controlling the financial budget and expenditures, and preparing financial and statistical reports will be an integral part of your job. You will also provide guidance on developing and maintaining the IT framework and lead the development and review of Agency policies, procedures and processes related to technology systems and cyber security.

Community outreach and advocacy being a priority, you will work with the senior leadership team on expanding the Agency's sector leadership, including the development of community and collective impact strategies, establish and maintain partnerships and networks with other agencies and community stakeholders, participate in sector committees and working groups, and liaise with funders, as required. Above all, you will represent the Agency's mission, vision and values in the community.

As team manager, you will provide supervision and ongoing support to staff members, ensure that staff orientation, learning, and development plans reflect Agency policy, procedures and guidelines, hold people accountable to performance standards and support them in setting and attaining goals. This role will also entail reviewing, and providing feedback on, performance and quality improvement (PQI) reports, grant proposals, logic models, evaluation plans, measurement tools, and external research requests.

About the Candidate

To be considered for the role of **Director of Finance and Corporate Services**, you must be a graduate of an accredited Master's Degree Program in Business, Finance or a related field, with a CA/CPA designation or other related designation, 10 years' experience in a progressive financial management position, and proven success in leading information technology, and other corporate services.

In particular, this mandate calls for administrative, managerial and financial experience within the social services or an equivalent field, together with the ability to acquire, in a short period of time, a thorough knowledge and understanding of the Agency's programs, policies, funding systems and organizational culture, and all relevant legislation and regulations. Your strong staff leadership skills will enable you to attract, manage and inspire a highly motivated team of professionals, as well as identify and support individual strengths and complementary skills and competencies.

Proven management and business administration skills are essential to direct, organize and coordinate the financial and administrative services of the Agency. The flexibility and ability to respond to changing circumstances and organizational needs will also prove invaluable within the environment in which JF&CS operates, along with the communication skills to provide advice and guidance to senior management, and participate in presenting budget submissions to funding bodies.

To apply to this key, high-impact senior management position in the social services field, submit your application to **Phelps** at careers@phelpsgroup.ca, **specifying the job title in the subject line of your-mail**. Application deadline: **July 25, 2022**.

Jewish Family and Child Service is committed to the principle of equal opportunity in employment and welcomes candidates from diverse backgrounds. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.



401 Bay Street, Suite 1400, Toronto, ON M5H 2Y4
Phone: 416 364 6229