

Director, Finance and Administration

Massey Centre

ABOUT MASSEY CENTRE

Massey Centre is an award-winning, accredited Children's Mental Health Centre that is a multi-service, non-profit, unionized, community agency located on three campuses in the east-west-and-north-ends of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families with children 0-6 in a non-judgmental, inclusive environment. The Centre provides a residential care and treatment program; supportive transitional housing; on-site high school programs, community housing support and referral services; and maternal infant and early mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and two Early Learning Childcare Centres. All the programs and services are open to families, young women and their children living in the broader community.

The Director of Finance and Administration contributes to the achievement of the Massey Centre's mission, vision and strategic objectives by providing leadership to the finance and administration functions of the Centre, and ensuring that these functions meet full legal and fiduciary requirements in all aspects of the organization.

WHY JOIN MASSEY CENTRE?

- We have a collaborative and supportive Senior Management Team
- We provide competitive Group Health Benefits and Pension Plan
- We provide opportunities for growth and professional development
- We work to build trusting and respectful relationships with our clients and with one another
- We foster a culture where staff are empowered to be involved in decisions that impact their work and development

POSITION SUMMARY

Massey Centre is seeking a highly strategic and dynamic leader to join their team as their new Director, Finance and Administration, reporting to the CEO. The successful candidate will have a strong background in non-profit finances coupled with a forward-thinking, innovative mindset that embraces technology to streamline processes.

The successful candidate is a highly skilled strategic leader who has the ability to adapt to competing priorities, while leading a team of five direct reports in the following areas:

- Finance and Administration
- Human Resources
- IT and Facilities

KEY RESPONSIBILITIES AND DUTIES

- Oversee the Finance and Administration department and ensure it is highly functioning.
- Work with the CEO, Finance Manager and management team to proactively mitigate financial and legal risks to the organization and its board members.
- Establish and ensure implementation of finance policies and procedures, internal controls, and administrative systems, and other requisite policies and procedures to ensure that the Centre's day-to-day operational activities are efficient and effective, and are in-line with approved strategic objectives and budgetary allocations.
- Ensure provision of timely and proactive, transparent and in-depth financial analysis to enhance the organization's leaderships and operations.
- Ensure that all programs and activities meet legislative requirements in the province in which it operates, board policies and funding criteria.
- Ensure reporting to funding sources is proactively and effectively completed by management staff and provides timely, accurate and clear reports to funders and donors.
- Manage investments as per established policies and procedures.
- Ensure the annual financial budgets and financial narrative reports are prepared for the review of the management team and the board of directors.
- Ensure quarterly financial statements and balance sheets are prepared for the Finance and Audit Committee and the Board of Directors.
- Recommend broad policy initiatives in areas such as privacy, compensation grids and salary scales for the consideration of the CEO and board of directors.
- Provides leadership in the development of HR policies and procedures while ensuring the consistent implementation of the Collective Agreement, and compliance with labour and payroll legislation.
- Leads, provides direction, coaching and mentoring to departmental staff and management and identifies areas for training and development opportunities.

- Provide leadership and oversight for the management of the organization's facilities and administrative functions to ensure an efficient and safe environment for employees, clients and all other stakeholders.
- Provide leadership to the Information and Technology team. Ensure the development of IT policy, training, and governance.
- Develop Information Technology plans, budgets and liaise with third party vendors.
- Provide business and financial advice to other members of the management and senior management teams, Board Committees, and other stakeholders across the agency to ensure the successful development and implementation of policies and procedures, and development of agency services.
- Maintaining and furthering liaison with relevant agencies, government, funders and the United Church as required.
- Assists with other aspects of the administration of Massey Centre.

THE SUCCESSFUL CANDIDATE WILL HAVE

- University degree in business, non-profit management, accounting, finance or related field, and recognized Canadian accounting designation. An MBA or equivalent combination of education and experience will be considered.
- Minimum 5 years' experience in a senior finance managerial or similar role, including at least 3 years with a non-profit organization and staff supervision.
- Minimum 3 years' experience in financial management, in particular in the development, monitoring and reporting on the financial status of the organization and programs.
- Proven ability to supervise and mentor staff and engage staff members.
- Excellent knowledge of accounting procedures and protocols, budget administration and financial forecasting, analysis and reporting.
- Strong knowledge of general HR/Finance functions such as pension and group benefits and expense processes.
- Knowledge of federal and provincial legislation affecting charities and charitable status including CRA regulations in Canada.
- Proficiency with computerized financial systems, databases, payroll systems.
- Demonstrated capacity to think strategically with expertise in complex environments.
- Problem-solving, decision making and critical thinking skills.
- Excellent written and oral communication, presentation and negotiation skills
- Computer skills in Microsoft Word, Excel, Power Point and Outlook.
- Courses or certificates in executive leadership, women's/feminist studies, financial management and human resource management, an asset.
- Knowledge or experience working with marginalized pregnant or parenting youth, an asset.

BEFORE STARTING WITH US

The successful candidate must complete or obtain the following before the commencement of their employment:

- Full vaccination against COVID-19 or have received an exemption from the organization's policy
- A negative criminal reference check and vulnerable sector screening

APPLICATION DETAILS

Applications will be accepted until December 4th, or until the position is filled. If you are interested in this position, please send your application, including a cover letter and your resume to: itepes@strategisense.com.

Please note that only those candidates meeting the selection criteria will be contacted further. Although we may not contact you directly for this particular role, all applications will be reviewed as we would like to consider you for future opportunities that may be appropriate.

Massey Centre is an equal-opportunity employer. We benefit from diversity of lived experiences in the workplace and encourage applications from qualified candidates who reflect the range of cultures represented in the communities we serve. In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act and the Massey Centre's Accommodation Policy requests for accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

ABOUT STRATEGISENSE CONSULTING

Strategisense Consulting is a highly sought-after learning, professional development, and talent strategy firm committed to supporting individuals and organizations to deepen the quality of their thinking and evolve the way they work - ultimately enhancing resilience and overall impact. Services include customized and signature learning programs, leadership and team coaching, talent strategy, executive search, and leadership strategy development.