

INTERNAL AND EXTERNAL JOB POSTING

Director of Finance

ISANS is seeking a full-time **Director of Finance** responsible for providing strategic leadership for the organization, day to day management of finance operations, and establishing long-range strategies, goals and policies. This includes providing leadership and management of the organization's financial strategy, internal controls, financial stability, and driving growth through strategic planning and long-term sustainability. The Director of Finance plays an important role in supporting the vision and mission of ISANS and the implementation of the new ISANS strategic plan.

The Director of Finance reports directly to the CEO and is a member of the Senior Leadership Team (SLT). This position will be responsible for:

Strategic Leadership

- Participate as a member of the SLT in the executive management of the organization and contribute to annual strategic and business planning and corporate initiatives
- Develop key financial strategic goals and outcome measures driven by ISANS new strategic plan
- Supports overall risk management function in the organization, by identifying new financial risks, and managing and mitigating existing financial risks for ISANS.
- Links organization vision, short and long-term goals to daily work
- Participate in the identification and implementation of policies, systems, procedures and standards to achieve ISANS' vision and goals
- Contributes to the development and maintenance of a One ISANS culture that enhances our ability to achieve operational success
- Think critically and systematically about external trends and their impact and influence on the organization, staff, processes and services
- Prioritize work in clear alignment with ISANS' business goals and make decisions in the context of organization needs and the external environment
- Participates as an SLT member supporting designated committees of the organization, including with the Board of Directors as assigned by the CEO

Finance, Reporting and Compliance

- Provide leadership in the effective management and stewardship of financial and accounting functions that will assist in the long-term sustainability of ISANS
- Develops, implements, monitors and evaluates the planning, reporting, forecasting, accounting systems, and financial control policies and procedures for the organization
- Partner with CEO, SLT and funders to negotiate appropriate funding for programs and maintain funding and contribution agreements
- Analyze all funding and grant contracts to ensure complete and accurate implementation of the terms of funding, the appropriate tracking of all eligible expenses, and the accurate and timely preparation of internal and external project and financial reports and statements
- Develop and implement an internal audit program to ensure that the organization complies with financial procedures and regulations
- Prepares internal financial and management reports for leadership teams at ISANS
- Prepare financial statements and statistical reports required by the Board and funding authorities

- Liaise with and support Audit, Finance and Risk committees, including presentation and review of financial results, audit results, investment returns, reviews of internal controls, risk management and other matters as requested by the committee
- Serve as primary contact of financial matters for external partners such as government funding departments, Canada Revenue Agency, financial institutions, landlords, insurance companies and other 3rd party services providers
- Executive lead for external year-end financial statements and audit
- Executive lead for annual business plan and budgeting process with management across the ISANS organization
- Provide consultative support services directly or indirectly to all departments on financial planning, management control and information systems

Internal Controls

- Responsible for financial controls reporting to the CEO, Senior Leadership Team and Board of Directors
- Leads the development of an internal control framework, establishing an inventory of control requirements, identify gaps, risks and mitigation strategies
- Evaluation and implementation of technology systems to enhance productivity and mitigate internal control issues
- Attests to the compliance of internal controls in place at ISANS and reports any deviations of internal controls on a regular basis to CEO and the board

Procurement and Support Services

- Develop methodologies and standards for the procurement and maintenance of goods and services for the organization
- Maintain and update policies and procedures for procurement and contract management in compliance with all regulatory, financial and legal requirements
- Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness
- Oversee the development of methodologies and standards for the accurate and timely tracking of inventory

Strategic Revenue Diversification and Sustainability

- Working closely with the Director of Strategy and Operations, seek out and establish strategic partnerships to build the organization's approach to alternate revenue streams and funding diversification
- Lead the research and design of innovative financing solutions for all levels of the organization
- Support market sector analysis to source and identify new opportunities and partnerships
- Review short and long-term goals reflective of existing and projected financial resources available
- Integrate any revenue diversifications strategies into the annual business plan and budgeting process

People Management

- Demonstrate executive leadership in the development and maintenance of a culture that enhances the ability to attract and retain great talent and achieve operational success
- Oversee the Finance Teams and relevant contractors to ensure that they have the required tools; processes and information to meet the organization's goals
- Carry out performance management responsibilities in accordance with the organization's policies.

The ideal candidate for this position will have the following:

Management/Functional Competencies Required

- Strategic Orientation
- Analytical Thinking
- Outcome Focus
- Innovation & Creativity
- Decisiveness
- Attention to Detail
- Development of People
- Courage of Conviction
- Self-Awareness & Impact
- Conflict Resolution
- Diversity & Cultural Inclusiveness

Qualifications

- Candidates with a Master's degree or similar qualifications will be given equal consideration, along with individuals possessing a blend of education and practical experience in financial planning and analysis, accounting, budgeting, or related financial functions gained over 10 years in a senior finance leadership role
- Preference will be given to candidates who have completed or are actively working towards their CPA designation
- Experience in the non-profit sector
- Proficiency in project budgeting and management is necessary
- Considerable experience with financial statement preparation and stakeholder reporting
- Experience working with multiple funders, funding agreements and agencies as well as a Board of Directors
- Understanding of financial risk factors and strategies to mitigate risks and make recommendations
- Proficient in utilizing Microsoft Office suite with expertise in data management for financial reporting through Excel and accounting platforms such as NetSuite
- Advanced knowledge of finance and project management
- Possesses excellent communication skills, adept at conveying complex financial concepts to stakeholders at various levels of financial acumen.
- Strong decision-making and capacity to innovate utilizing change management skills for success
- Collaboration skills with all staffing levels and external funders, organizational and time management skills are required
- Demonstrated leadership skills with the ability to lead and manage a team of finance professionals, providing guidance, direction, and inspiring them to achieve organizational goals.
- Promotes consistent organizational effectiveness and performance improvement
- Experience working with diverse stakeholders and partners
- Exceptional communication skills (oral and written)

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Indefinite term contract
- Full-time 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work
- Some travel between ISANS offices required, as needed

Commencement Date: ASAP**Closing Date:** Friday, May 16, 2025- 4 p.m.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**