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JOB DESCRIPTION

Director of Finance

Job Title	Director, Finance
Reports To	Chief Executive Officer
Location	Remote or On-Site at SSC National Office (Calgary, Ottawa, Montreal or Quebec City)

The Role

The Director, Finance is the lead Speed Skating Canada (SSC) staff person responsible for the development, implementation and ongoing management of sound operations, financial management and support functions contributing to the efficiencies and success of Speed Skating Canada.

Key Responsibilities

The Director, Finance is the lead staff person that supports the Chief Executive Officer (CEO) in delivering on SSC's mission, vision and strategic operational goals. The Director, Finance will:

- Collaborate with the CEO and other executive team managers to set and drive the company vision, operational strategy, hiring needs and financial reports
- Provide input on the strategic direction of the organization
- Provides leadership and management of the relevant sections of the Strategic Plan and design business operations and strategies
- Support in the implementation of the overall office culture including the establishment of policies that reflects the mission, vision and values of the organization
- Support the CEO in identifying internal or external issues, events and/or policies that could affect the outcome of the strategic priorities, long-term financial projections, annual budgets and/or board policies
- Assess and implement tools and practices to improve employee and organizational efficiency

Financial Management

- Lead the planning, development, implementation and management process for all SSC financial systems and protocols including all funding applications and reporting

- Set the overall direction and time frame for the annual budgeting process and Sport Canada submission
- Establish and manage internal financial and management reporting processes with SSC lead staff for all areas of association operations
- Lead the development of short and long-term financial management plans
- Oversee and evaluate the implementation of the financial control systems and policies related to finance and risk
- Oversee the management of the association's bank accounts, cash flow and investment portfolio
- Acts as the liaison for financial management needs pertaining to SSC
- Oversee the external audit process

Human Resources

- Lead the development and oversee the implementation of the long-term human resources, maintain the accurate records of personnel information and manage the staff salary and benefits program
- Provide leadership in the creation of national office procedures, protocols, systems, professional working standards and code of conduct and ensures that they are effectively implemented, recorded and managed
- Directs, supervises and evaluates all direct reports and supports other management level staff in facilitating the supervision and evaluation of department staff

Governance

- Together with the Treasurer, ensures that the finance and risk policies are in line with the overall organization philosophy and direction
- Prepare meeting reports and materials for the Board as requested by the CEO
- Assist the Treasurer with the preparation of the financial report for the Annual General Meeting (AGM) as required
- Provide leadership and support for all assigned committees
- Act as or direct staff liaison for all SSC finance and operations with the Board and membership

National Office Operations

- Ensure that all internal communication relating to financial management, personnel and operating policies is circulated in a timely and professional manner
- Lead the management, planning and control of insurance requirements, lease requirements, capital expenditures and other elements that impact on SSC's operating needs
- Review, advise on and maintain official records of agreements with external parties (including the athlete agreement) and ensure that all financial transactions and agreements are duly actioned and recorded
- Act as the main point of contact for legal counsel

Qualifications

The Director, Finance and Corporate Services will possess:

- A post-secondary degree in Business Management, Sport Management, Finance/Accounting or equivalent experience
- CPA designation
- A minimum of 5 years' experience in not-for-profit organization management
- Experience in directing and managing a competitive sport or similar organization with varied stakeholders
- Very strong communication and mediation skills
- An ability to proactively initiate and prioritize tasks and organize a diverse workload taking into consideration priorities, deadlines, and outcomes
- Experience working with government/public agencies and demonstrated understanding grant and funding rules and application processes

Working Conditions

The Director, Finance and Corporate Services will primarily work virtually. Occasional weekend work and travel will be required to attend meetings and events.

Direct Reports

- Senior Coordinator, Leadership and Operations
- Coordinator, Finance and Administration

Key Interfaces

- SSC Board of Directors and Committees
- Facility, funding, and performance partners
- Sport Canada
- International Skating Union (ISU)
- Legal Counsel
- Insurance Providers

To Apply

To apply for this opportunity, please submit your resume and cover letter to Katherine Strong (kstrong@speedskating.ca). **The application deadline is January 20, 2025.**

- Only candidates who submit their resume and cover letter by the date listed above will be considered for interviews.
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.
- All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.
- We welcome and encourage applications from all qualified candidates, including people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.