

# JOB DESCRIPTION

**JOB TITLE:** Chief Financial and Operating Officer

**REPORTS TO:** Head of School

**REVISION DATE:** November 2023

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## **POSITION OVERVIEW:**

As a member of the School's senior leadership team, the Chief Financial and Operations Officer ("CFOO") is responsible for providing strategic direction on all areas of the School's operations. The CFOO supports GNS's strategic direction through planning, directing and overseeing the administrative and financial functions of the school that enables growth and innovation, fosters a mind-set that continually looks to the horizon, understands and considers potential challenges and new opportunities while making plans and taking actions in the short run. This position directly oversees the Finance, Information Technology, Facilities, Human Resources, Risk Management, and Auxiliary Program departments of the School.

The CFOO is a positive role model for all members of the GNS community and plays a lead role in building relationships within GNS and the broader community. This position reflects a service, solutions and systems focus while partnering with other members of the Senior Leadership Team to evaluate and identify new business opportunities and ensures the collaboration with and support of others in pursuit of the academic mission and objectives of the School.

The CFOO is responsible for coordinating and managing the school's operating budgets, safeguarding and optimizing returns on the School's assets, ensuring management and control of its financial systems and risk programs, and providing oversight for the financial, technology and human resources functions of the School, while working effectively with the Head of School and Board of Governors of both the GNS Society and GNS Foundation and various Board Committees.

## **RESPONSIBILITIES:**

- In cooperation with the Head of School, communicates and implements a strategic vision for the School that will deliver long-term growth and financial stability. This includes on-going participation on the leadership team to ensure that strategic and operational decisions continue to support the strategic vision.
- Provide advice, insight, and information to support the Head, Boards, and other senior leaders to effectively pursue the school's vision and their respective roles in the leadership, oversight and management of the school.
- Ensure that the financial, human resources, facilities and ancillary, capital information and information technology, budgeting, sustainability practices, internal controls and policies, and enterprise risk management functions are aligned with and operating in support of the School's vision, objectives, goals and social, economic and financial responsibilities.
- Ensure that resources, systems and controls are in place to provide accurate and timely financial reporting for current operations and new business opportunities. This includes leadership accountability for financial forecasting, budgets, and external reporting.
- Models a culture of innovation and solution-oriented service with common purpose and goals in mind, aligning people, processes, systems and structures with strategic initiatives.
- Provide an inviting, safe and sustainable environment which supports and enhances an inspiring experience on campus through the oversight of campus planning and development, capital project planning, development and project management of all school facilities construction and maintenance projects, day-to-day operations and maintenance of buildings, grounds and campus utilities and for the provision of security and parking.
- Manage the complex financial and planning issues that can arise with expansion, renovation and ongoing and deferred maintenance.

- Work directly with the Head and Boards to manage overall financial and business risks for the School and meet regulatory obligations. This includes leadership accountability for enterprise risk management, compliance, emergency management and business continuity planning that promotes a culture of health and safety at the School.
- Work closely with the Head and other leadership team members to develop and implement long term operating and capital budgets and plans that promote the School's vision and goals.
- Provide strategic leadership and oversight for the development and implementation of a human resources strategy that will allow GNS to attract, retain and motivate the talent needed to grow successful people practices.
- Contribute expertise and support to the fundraising and advancement activities through demonstrated experience in treasury and investment management, understanding of capital and money markets, and the methods and technologies used to develop and present financial and cash flow analyses.
- Recruit, motivate and develop highly successful leadership teams for finance, business planning and performance, operations and resilience, information technology and human resources that meet the current and future needs of the School.
- In consultation, work effectively with the Board of Governors and its committees, including the development of agendas, materials and presentations.

**Our Must-Haves:**

- A refined leader who is experienced with the complexities of financial operations and organizational transformation.
- Experience leading change in an educational setting is key where there are multiple stakeholder impacts to consider and plan for.
- Possessing an inclusive and collaborative leadership style, the CFOO must build engagement with faculty, staff, administration, Boards, and parents by creating a true team environment, leveraging the considerable expertise and strength that exists within the School.
- The CFOO should be decisive, and possess sufficient business acumen and political savvy to assist the School with complex decisions and guide staff through challenging initiatives.

**QUALIFICATIONS:**

**Education:**

- Bachelor of Commerce, Business or other related discipline.
- Completion of professional accounting designation with membership in good standing (considered an asset).

**Experience, Knowledge and Skills:**

- Minimum ten years progressive experience in accounting or financial management, preferably within a school environment.
- Minimum ten years of leadership experience managing multiple teams.
- Several years of progressive leadership experience at a senior level as a member of a senior leadership team, leading a large team and a diverse portfolio
- Experience in operational and strategic planning, policy development and financial analysis,
- Significant experience in financial and capital planning, human resources, information systems, and risk management of comparable complexity and magnitude.
- Demonstrated experience in negotiating and managing contracts, relationships and partnerships
- Demonstrated ability to establish and sustain positive and productive relationships and partnerships with community, business, government and other institutions and organizations locally and nationally
- Work cooperatively and collaboratively with faculty, staff, senior executive and governing boards.
- Outstanding interpersonal, conflict management, negotiating and oral/ written communication skills with a track record of effectiveness in a team setting.
- Strategic and critical thinking abilities within a broadly accountable context whose objectives extend beyond financial results

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- Outstanding strategic thinking skills and the ability to build support for the School's mission and vision
  - Ability to be innovative regarding creative strategies to engage prospective donors
  - Proven track record of achievement and professionalism
  - Ability to think, plan and execute strategically
  - High level of initiative, energy and motivation
  - Proactive and innovative approach to solving problems
  - Collaborative, yet decisive, management style
  - High standards of confidentiality and integrity with staff, parents and other community members
  - Strong organizational and time management skills
  - Flexibility and tolerance for high stress, fast paced environment
  - Excellent understanding of independent school culture, an asset