

GLENLYON NORFOLK SCHOOL



JOB TITLE: Director of Finance

REPORTS TO: Chief Financial & Operations Officer

REVISION DATE: June 2025

POSITION OVERVIEW

Reporting to the Chief Financial & Operations Officer, the Director of Finance is an integral part of the Business Office Team, supporting strategic growth through tactical execution including the development, implementation, management and monitoring of integrated financial systems, policies and procedures. This role is responsible for the management and safeguarding of all financial assets and accounting functions for the Society and Foundation including providing leadership and accountability for the auxiliary programs at the school. Providing exemplary service to all stakeholders, this role builds strong relationships that support the school's values of Truth, Courage, Caring, Individuality and Community.

MAIN RESPONSIBILITIES

Accounting

- Manages accounting and financial management functions, including safeguarding of financial assets and data;
- Responsible for review of payroll, benefits, RRSP and related filings;
- Responsible for capital asset tracking, working in conjunction with the Director of Facilities and Director of IT; and
- Responsible for minimizing overdue customer accounts.

Cash Management

- Manages relationships with bankers and investment managers;
- Responsible for ensuring authorized signatories are up to date;
- Responsible for cash management, including cash forecasting and monitoring investments to manage cash flow and maximize potential interest revenue.

Financial Planning & Analysis

- Leads the annual budget process, liaising with department budget holders as required;
- Develops quarterly forecasts, variance analysis and reporting;
- Develops long range financial models;
- Develops and maintains the long range strategic financial plan and runs scenario analysis;
- Prepares various analyses as requested by the CFOO, including the tracking of KPIs and other benchmarking initiatives important for assessing financial trends and industry comparisons;
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Reporting

- Responsible for the annual T3010 charities information return and statutory filings and compliance with Corporations Canada and CRA;
- Responsible for month end close and reporting to budget managers;

- Responsible for the preparation of quarterly financial and investment reports for presentation to the finance committee;
- Responsible for CAIS, NBOA, ISABC, and other annual benchmarking and reporting;
- Responsible for Endowment analysis and reporting;
- Responsible for quarterly tracking and reporting on donations received and spent by fund;
- Responsible for reporting to lenders and compliance with the terms of agreements.

Audit & Compliance

- Leads the annual eligible students audit and the annual audit of the financial statements, including required schedules, supporting documents and financial statements;
- Keeps abreast of current developments in Canadian Generally Accepted Accounting Principles (GAAP), Income Tax Act and Canadian Revenue Agency (CRA) policies, and assists in interpreting these developments and their impacts on the organizations;
- Ensures statutory compliance and develops an annual report for the Finance Committee.

Advancement and Admissions

- Works collaboratively with the Advancement team to develop case and stewardship materials and to reconcile donations and ensure compliance;
- Ensures funds are accounted for and disbursed according to designated intent;
- Coordinates the use of PAC Gaming Grant funding with Principals and Parents' Auxiliary.
- Performs financial aid analysis on applications received, providing recommendations on award amounts based on the Financial Aid policy and strategy.

Systems, Policies & Procedures

- Recommends, develops, implements and administers effective financial systems and integration with other related systems such as Blackbaud, Raiser's Edge, Payroll, Budgeting, Reporting systems;
- Recommends, develops, implements and administers effective financial policies and procedures;
- Recommends and implements process improvements to increase efficiency and reduce costs;
- Prepares internal controls framework and develops testing to ensure effectiveness, and recommends changes to the CFOO;
- Responsible for financial record keeping in line with document management policies;
- Provides ongoing advice, guidance and instruction to faculty and staff to ensure accuracy of work and proper policies and procedures are followed, while supporting their needs.
- Monitor and review service based on best practice to effectively meet the needs of internal and external partners, and recommend changes to the CFOO when appropriate.
- Brings forward issues to the CFOO related to procedure and policy development that require broader consultation and consideration to members of the leadership team;
- Ensures that all proper and necessary operational controls are implemented and maintained to protect the School's and Foundation's assets, including cash flow management and compliance with taxation requirements.

Management

- Manages Finance team, including hiring, training, developing and evaluating staff;
- Manages external program teams, including hiring, training, developing and evaluating staff.

Insurance

- Coordinates the annual insurance renewal process, providing necessary information required
- Provide support to the CFOO to ensure adequate insurance coverage is in place

- Coordinates insurance claims

General

- Supports the implementation of major projects;
- Attends Finance Committee meetings and suggests agenda items to CFOO;
- Builds a strong professional network within CAIS and ISABC to support continuous improvement.
- Performs other related duties in keeping with the purpose and accountabilities of the position.

EDUCATION AND EXPERIENCE

- Bachelor of Commerce, Business or other related discipline.
- Completion of professional accounting designation (CA, CGA, CMA, CPA) with membership in good standing.
- Six or more years of progressive experience in an accounting environment.
- Five or more years of leadership experience and managing others.
- A mastery of Excel and familiarity with GoogleSuite applications.
- Highly proficient using Financial Edge/Blackbaud or other accounting software systems and a proven ability to learn new systems.
- Strong understanding of CRA policies and guidelines and charity reporting.

DESIRED SKILLS

- Must be results-driven, a self-starter and highly motivated with a leadership and interpersonal style that fosters collaborative and productive relationships with a diverse group of people.
- Excellent planning and organizational skills; especially adept at ensuring tasks of the department are on track and using progress reporting tools.
- Ability to work independently and with minimal supervision, combined with the skills to thrive in a team-based environment.
- Highly detail oriented with superior analytical, financial and accounting skills.
- Ability to manage time effectively to meet deadlines and manage multiple demands and competing deadlines.
- Ability to think, plan and execute strategically and build support for the School's mission and vision.
- Excellent written and verbal communication skills.
- Collaborative, yet decisive, management style.
- Proactive and innovative approach to solving problems.
- High standards of confidentiality and integrity with staff, parents and other community members.
- Flexibility and tolerance for high stress, fast paced environments.