

Abiona Centre For Infant and Early Mental Health Director of Finance and Corporate Services

ABOUT ABIONA CENTRE

Abiona Centre For Infant and Early Mental Health (“the Centre”) is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, multi-site, non-profit, unionized, community agency located in the east, west and north end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children, and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant 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 Centres. All the programs and services are open to families, young women and their children living in the broader community.

OUR VALUES

- **Client Engagement:** We work collaboratively with the pregnant, parenting women and families with young children that we serve to identify their needs and take actions that better their lives.
- **Inspiring our Team:** We foster a culture where staff are empowered to be involved in decisions that impact their work and development.
- **Safety, Dignity and Privacy:** We are committed to protecting the safety, dignity and privacy of our clients, staff, volunteers, and other stakeholders.
- **Trust and Respect:** We work to build trusting and respectful relationships with our clients and with one another.
- **Evidence-Informed Practices:** We strive to make decisions and deliver services based on evidence-informed practices.
- **Diversity:** We respect the diversity of our community. We welcome people of different ethnic, spiritual, and cultural backgrounds, sexual orientation and unique abilities and needs. We understand how racism, sexism and oppression affect the lives of the people we serve. We are committed to addressing inequalities within the Centre and community.

WHY JOIN ABIONA 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.

ABOUT THE ROLE

The Abiona Centre is seeking a highly strategic and dynamic leader for the position of Director of Finance and Corporate Services (DFCS). Reporting to the CEO, the successful candidate will have a solid understanding of financial management, combined with a forward-looking and tech-savvy approach to optimizing operational efficiency through technology.

In this role, you will play a pivotal part in driving the achievement of the Centre's mission, vision, and strategic objectives. You will lead Finance and Corporate Services, overseeing finance, information technology (IT), facilities management, and administration. In your capacity as DFCS, you will be responsible for ensuring that these functions comply with all legal and fiduciary requirements throughout the organization. The role also requires an emphasis on long-term planning and active involvement in implementing the Centre's strategic plan.

KEY RESPONSIBILITIES

- Oversee the Finance and Administration department, ensuring high functionality and adherence to organizational standards.
- Collaborate with the CEO, Finance Manager, and management team to proactively identify and mitigate financial and legal risks to the organization and its board members.
- Establish and ensure the implementation of finance policies, internal controls, administrative systems, and other requisite procedures aligning with strategic objectives and budgetary allocations.
- Provide timely and proactive financial analysis to enhance organizational leadership and operations.
- Ensure that all programs and activities meet legislative requirements, board policies, and funding criteria in the operating province.
- Proactively manage reporting to funding sources, ensuring timely, accurate, and clear reports to funders and donors.
- Manage investments in accordance with established policies and procedures.
- Oversee the preparation of annual financial budgets and financial narrative reports for review by the management team and board of directors.
- Ensure quarterly financial statements and balance sheets are prepared for the Finance and Audit Committee and the Board of Directors.
- Maintain and enhance relationships with relevant agencies, government bodies, funders, and the United Church, as needed.
- Lead and oversee the management of the organization's facilities, administrative functions, and Information and Technology team.
- Develop IT policies, training, and governance while ensuring an efficient and safe environment for employees, clients, and stakeholders.
- Assist with other aspects of the administration of the Centre.

SKILLS AND QUALIFICATIONS

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

BENEFITS

- **Paid Time Off:** 10 Paid Holidays and 3 Float Days (Additional flexible days off).
- **Vacation:** 4 Weeks
- **Sick Leave:** 15 Days/Year
- **Group Health Plan**
- **Group Pension Plan**

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.

WORKING CONDITIONS

- Interacts with clients, staff, visitors, government agencies/personnel.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting, and lifting.
- Overtime and travel as required.
- Must be available to work some weekend/evenings.

HOW TO APPLY

Interested applicants can apply directly using the link (<https://www.careers-page.com/strategisense-consulting/job/QV73Y5RR>) or submit a resume with the subject line “Director of Finance and Corporate Services Recruitment” to (skurmi@strategisense.com) by no later than 5:00 PM until January 30, 2024. We thank all those who apply for the position, however, only those selected for an interview will be contacted. An eligibility list may be established for similar positions of various tenures and will be retained for a maximum period of 12 months.

Abiona Centre For Infant and Early Mental Health is an equal opportunity employer. We benefit from the 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 Abiona 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.