

Internal / External Job Posting
Director, Finance and Corporate Services
Full Time Permanent

Abiona Centre (“the Centre”) is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east 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 an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The Director of Finance and Corporate Services (DFCS) contributes to the achievement of Abiona Centre’s (the ‘Centre’) mission, vision and strategic objectives by providing leadership to the Finance and Corporate Services, including finance, information and technology (IT), facilities management and administration.

The DFCS is accountable for ensuring that these functions meet full legal and fiduciary requirements in all aspects of the organization. The DFCS focuses on long-term planning and ensures implementation of the strategic plan of the Centre. In the absence of the CEO, the DFCS will be act in their absence.

- Position:** Director of Finance and Corporate Services
- Term:** Full time permanent
- Program:** Finance and Corporate Services
- Reports to:** Chief Executive Officer
- Supervises:**
- Finance Manager
 - Facilities Manager
 - IT Personnel (internal and external)
 - Executive Assistant (dotted line)
 - Volunteers, Student Placements, Co-op Students
- Qualification:**
- University degree in finance, business administration, or a related field; CPA designation is required.
 - Minimum 5 years’ experience in a senior finance managerial or similar role, including at least 3 years with a non-profit organization and staff supervision.
 - Minimum 3 years’ experience in financial management, in particular in the development, monitoring and reporting on the financial status of the organization and programs.
 - Demonstrated capacity to lead with integrity and think strategically
 - Expertise in complex problem solving, decision making and critical thinking skills.
 - Strong financial acumen and knowledge of accounting principles.
 - Excellent knowledge of accounting procedures and protocols, budget administration and financial forecasting, analysis and reporting.
 - Knowledge of current federal and provincial legislation affecting charities and charitable status including CRA regulations in Canada.

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- Demonstrated expertise in facilities management and IT.
- Excellent organization and leadership skills.
- High level of integrity, confidentiality, and accountability.
- Effective communication and interpersonal skills.
- Detail oriented and able to manage multiple tasks efficiently.
- Proficiency in Microsoft Word, Excel, Power Point and Outlook.
- Demonstrated ability to problem-solve with an ability to bring quick resolution.
- Proven initiative and follow through.
- Proven ability to supervise and mentor staff and engage staff members.
- Knowledge of general HR/Finance functions such as pension and group benefits and expense processes.
- Excellent written and oral communication, presentation and negotiation skills.
- Proficiency with computerized financial systems, and knowledge of databases, payroll systems.
- Courses or certificates in executive leadership, women's/feminist studies and financial management, an asset.
- Knowledge or experience working with marginalized pregnant or parenting youth, an asset.

**Working
Condition:**

- Interact with clients, staff, visitors, government agencies/ personnel.
- Manual dexterity required to use computer and peripherals.
- Intermittent physical activity including walking, standing, sitting and lifting.
- Overtime as required

Closing Date: **Until filled.**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

**Human Resources
Abiona Centre
1102 Broadview Avenue
Toronto, ON M4K 2S5
Fax: 416-425-4056
OR**

Email: hr@abionacentre.ca

(please quote "Director, Finance and Corporate Services" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

Abiona Centre

1102 Broadview Ave
Toronto, ON M4K 2S5
416.425.6348
www.abionacentre.ca

Date of posting: January 20, 2025