



Director, Finance and Administration

The Victoria Hospitals Foundation is searching for a dynamic Director of Finance & Administration to lead their financial and administrative functions. We are looking for someone who takes initiative, is accountable, enjoys working in a values-based collaborative team environment, is solution and service-oriented and understands the unique environment of a not-for-profit. You will enjoy a successful, highly productive, small entrepreneurial office that cares deeply about our cause, our donors and volunteers. Your sense of humour, exceptional communication skills, high standards for quality work and appreciation for the importance of our mission will be important. Victoria Hospitals Foundation is a recognized as one of Canada's Ten Most Admired Corporate Cultures.

This position reports to the President & CEO and works closely with the Treasurer and the Finance & Investment Committee of the Board. The ideal candidate is a Chartered Professional Accountant, and has not less than five years of management experience preferably in a similar leadership role. The position is responsible for financial best practices, information systems including our database, privacy, risk management, regulatory compliance and administrative effectiveness. This includes: financial, budget and investment controls and reporting; oversight of the information systems functions; office procedures to achieve an efficient flow of work leading to consistent quality standards; the financial services to the American Friends of Victoria Hospitals Foundation and, adherence to regulatory requirements (eg. CRA, BC Gaming, BC Corporate Registry, privacy legislation). The position works collaboratively with the Island Health finance team regarding gift commitment controls and disbursements and, payroll service oversight. The director contributes as an organizational leader enabling best practice engagement consistent with our corporate culture pillars.

You will safeguard our financial & information assets, oversee internal controls and ensure our commitment to exceptional donor and volunteer service is achieved. Sound knowledge of non-profit organization management and governance is an asset. Your exceptional leadership skills will enhance our corporate culture and inspire our team.

Qualified applicants are invited to submit a detailed resume and cover letter in confidence outlining qualifications and experience **by 4:00pm on February 15, 2019.**

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