



DIRECTOR OF FINANCE

About the Toronto Cricket Skating and Curling Club: As a family-oriented private Club, our mission is to deliver exceptional value to our members by providing first class sports programs, facilities and services in a welcoming environment. Our vision is to be the leading sport, social and activity Club in Canada. We value Sportsmanship, Respect, Community, Tradition, Excellence and Innovation. Located in North Toronto, the Club consists of 4700 members, with a strong presence in both the local and international sporting community.

Position Summary: The Club is looking for an experienced, service oriented, and enthusiastic team player to join us in the position of Director of Finance. Reporting directly to the General Manager/Chief Operating Officer, and as a member of the Senior Management team, the Director of Finance will play a key role in leading and managing the overall finance function of the Club. This position will ensure that the appropriate financial and accounting policies, procedures and controls are in place to set consistent standards across the Club, while maintaining a high level of service and support. The Director of Finance will be relied on to provide advice, recommendations and support for strategic planning, business planning and operational efficiencies. The successful candidate must be a critical thinker, astute problem solver and adaptable to change. The ability to be analytical and able to number-crunch is a given. The Director of Finance will be expected to demonstrate the embodiment of integrity, discipline, dedication, credibility, initiative and the very best in professional management and leadership practices.

MAJOR RESPONSIBILITIES

- Directs the annual budget process. Monitors and responds to budget variances.
- Oversees the annual audit
- Provides accurate and timely financial information. Undertakes short and long-term financial planning and analysis to identify risks, opportunities and options that will result in strategies for continuous improvement and attainment of strategic goals.
- Prudent debt management and cash flow forecasting
- Handles matters related to the Club's insurance and legal issues
- Assist in implementing recommendations of the Club's strategic plan
- Participates in a risk management assessment, provides direction for risk management issues, including crisis management, prepares and maintains the business continuity plan
- Safeguards assets and manages liabilities

QUALIFICATIONS

- Professional accounting designation such as CA, CGA, CMA, CHAE or CHA designation
- Undergraduate university degree or equivalent required, preferably in financial accounting or business administration
- Minimum 10 years of financial management experience at a senior level
- Minimum 5 years of experience presenting to Board/Executive level management using excellent verbal, written and presentation skills.
- Ability to present financial information concisely with clarity and strong attention to detail
- Strong business acumen with the ability to make compelling arguments using fact based analysis; credible, sought out to provide ideas, insight and analysis on business challenges
- Highly proficient in Microsoft Office including Word, Excel and PowerPoint
- Experienced with software and analytical tools to produce management reports, forecasts, analysis and data mining

- Experience in presenting and interpreting large amounts of data
- Able to effectively explain and articulate strategic, financial and business fundamentals to audiences with varying degrees of financial and business knowledge
- Demonstrated experience in leading change and implementing improved processes in collaboration with multiple operating departments
- Can operate equally well in strategic and tactical modes to deliver consistent results
- Private Club, Hospitality industry and not-for-profit experience is an asset
- Advanced knowledge of accounting procedures, principles and standards as well as records management, advanced knowledge of HST and CRA regulations, employment standards, WSIB etc. (including regulations related to not-for-profit organizations);
- Excellent interpersonal and communication skills and ability to build strong working relationships
- Highly organized with ability to work on multiple projects simultaneously

If you feel that you are the ideal candidate, please forward your resume and cover letter in confidence to Michelle Collier, Director of Human Resources, Toronto Cricket Skating and Curling Club, by March 31, 2017 via email: mcollier@torontocricketclub.com.

While we appreciate your interest, only those candidates considered for the position will be contacted.

Toronto Cricket Skating & Curling Club is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources and they will ensure the necessary steps are taken to accommodate your needs.