



Ontario Federation of Indigenous Friendship Centres

JOB POSTING

Finance and Administration Director

The OFIFC is an award winning leader in culture-based management providing innovative research, policy, training and community development to 28 Friendship Centres and other urban Indigenous service providers across Ontario. Located in downtown Toronto, the OFIFC engages all levels of government and mainstream agencies. OFIFC is a purpose-driven organisation which offers unique and challenging work. A rewarding and enriching career awaits if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

Responsibilities:

Working as part of a team in a fast paced environment where the main responsibility is to ensure the OFIFC and assist member Friendship Centres to establish sound standards of performance, compliance with Generally Accepted Accounting Principles (GAAP), compliance with relevant federal/provincial legislation, related policy and procedure development in the areas of finance, administration, technology, facilities and risk management. ***A job description is attached.***

Qualifications:

- Awareness of Indigenous culture;
- Completed undergraduate degree in Business, Finance, Human Resources or Certified Aboriginal Financial Manager (CAFM);
- Minimum 10 years' experience at a Senior Management level;
- 3 – 5 years' experience working within a not-for-profit sector, preferably within an Indigenous organisation;
- Excellent interpersonal and management skills including demonstrated ability to lead and motivate staff;
- Knowledge of Ontario not-for-profit Governance, Board and Bylaws and relevant legislation;
- Understanding of Public Policy as it relates to urban Indigenous issues;
- Superior communication skills written and verbal;
- Ability to provide training and facilitation for groups of up to 50;
- Excellent ability to provide public presentations and
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer.

Contact Information:

If you are interested in qualifying in this role that offers an exceptional compensation package, please send your resume and cover letter to:

Ontario Federation of Indigenous Friendship Centres
219 Front Street East, Toronto, ON M5A 1E8
Website: www.ofifc.org

Tracy Syrette, HR Manager
Fax: 416.956.7577
Email: hr@ofifc.org

Date Posted:	7/3/2017	Posting Deadline:	Until Filled
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Ontario Federation of Indigenous Friendship Centres Job Description

Position Title:	FINANCE AND ADMINISTRATION DIRECTOR		
Grade:	8	Created:	February 2015
Workgroup:	Senior Management	Approved:	October 13, 2015
Supervision:	Employed by the OFIFC, responsible to the policies and directions as determined by the Board of Directors and under the direct supervision of the Executive Director.		

VISION

Primary Objective:

To ensure the OFIFC and assist member Friendship Centres to establish sound standards of performance, compliance with Generally Accepted Accounting Principles (GAAP), compliance with relevant federal/provincial legislation, related policy and procedure development in the areas of finance, administration, technology, facilities and risk management.

KNOWLEDGE

Core Competencies:

- **Culture** - Takes personal responsibility to increase sensitivity, awareness and implementation of OFIFC's Neha (bundle) including foundational teachings and organisational practices in both professional conduct and work-related deliverables.
- **Accountability** - Takes personal ownership and responsibility for the quality and timeliness of work commitments.
- **Critical Thinking** - Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome.
- **Building Relationships and Strategic Partnerships** - Builds, develops and sustains business relationships / strategic partnerships that are mutually beneficial, reciprocal and grounded in trust and respect. It is recognising we are all interdependent and working towards the common good of the organisation.
- **Results Orientation** - Accomplishes established goals, delivers the outcomes required and achieves the results. It includes the efficient and effective use of all resources (time, financial, people and technology).
- **Teamwork and Collaboration** - Works collaboratively with others and addresses conflict in a win-win productive manner. This includes a mindset of sharing with others whether it is knowledge, recognition, information and skills. Working towards a common purpose for the good of OFIFC and the communities of people it serves.
- **Communication** - Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehending and responding appropriately when interacting with people. It is about being respectful when expressing opinions and points of view.

Technical Competencies:

- Excellent interpersonal and management skills including demonstrated ability to lead and motivate staff
- Knowledge of Ontario not-for-profit Governance, Board and Bylaws and relevant legislation
- Understanding of Public Policy as it relates to urban Indigenous issues
- Superior communication skills written and verbal
- Ability to provide training and facilitation for groups of up to 50
- Excellent ability to provide public presentations

Behavioural Competencies:

- Strategic & Analytical Thinking
- Creativity/Innovative
- Problem Solving/Decision Making
- Integrity and Credibility

Education/Work Experience:

- Completed undergraduate degree in Business, Finance, Human Resources or Certified Aboriginal Financial Manager (CAFM)
- Minimum 10 years' experience at a Senior Management level
- 3 – 5 years' experience working within a not-for-profit sector, preferably within an Aboriginal organisation

REASON**Work Environment:**

Works in a safe and suitable office environment often faced with simultaneous and tight deadlines. Varied complex demands for decisions and/or actions to be taken.

Working Hours:

Evening/weekend hours required to attend meetings, special functions and to meet work deadlines. Travel to Friendship Centres/Delivery Sites and stakeholder/funder meetings/fora 10 - 12 times per year with limited notice for the purposes of support visits and OFIFC management business.

ACTION**Scope:**

To ensure OFIFC operational systems and resources, including Financial Management, Administration, Human Resources, Information Technology and Facilities Management are aligned with OFIFC's long-range strategic plan.

- Directs the financial and operational functions of the OFIFC as delegated by the Executive Director and accountable for the results (7+ direct and indirect reports)

Key Contacts/Relationships:**Internal**

Collaborates, assists and supports other Directors to advance OFIFC's long-range strategic plan. Provides clarification, direction and guidance within area of expertise to Managers and direct reports. Ensures Executive Director is aware of fiscal, financial and risk situations at all times and engages the Executive Director directly in resolving fiscal fiduciary obligations.

External

Liaises as delegated with financial institutions, Friendship Centres/Delivery Sites, funders, stakeholders and OFIFC Board of Directors to ensure financial matters are transparently addressed. Negotiates contracts and agreements with funding agencies and consultants. Provides conflict resolution and addresses complex issues and concerns with Friendship Centres and their Board of Directors.

Key Responsibilities:

Financial Management (35%):

- Directs and leads OFIFC's financial management including annual budgeting and planning process in conjunction with the Executive Director; administers, reviews and evaluates all financial plans and budgets; monitors progress and changes, keeps the Executive Director and Directors abreast of the OFIFC's financial status;
- Manages financial project/program accounting including organisational cash flow and forecasting and presents financial reports and statements;
- Controls and supervises the annual audit process;
- Develops, updates and implements all necessary finance policies, internal controls and accounting practices through appropriate approval processes;
- Ensures compliance of financial reporting;
- Ensures fiscal activities and fiduciary obligations are met for finance and administration;

Communication, Liaison and Support (30%)

- Executes strategic plans to advance and support OFIFC's long-range strategic plan;
- Builds and maintains positive supportive stakeholder and funder partnerships;
- Acts as government liaison, chairperson, trainer, facilitator, spokesperson in fora or meetings as directed;
- Participates in the design and delivery of training of OFIFC Board members and Friendship Centre staff and Board of Directors, as required;
- Conducts support visits and provides conflict resolution to Friendship Centres/Delivery Sites as required;
- Ensures support visits to Friendship Centres include risk management, fiscal planning, related policy and procedure development and assists with compliance issues;

Administration and Facilities Management (15%):

- Directs administrative functions and manages OFIFC facilities such as physical assets to ensure efficient and consistent operations includes the purchasing, maintenance, repair and replacement of fixed assets and office equipment;
- Develops, implements, reviews, revises, and evaluates operational policies, procedures, guidelines, systems, priorities and strategies through appropriate approval processes to ensure effective management;
- Assists Friendship Centres with facility related needs, gaps, identifying opportunities and supports;

Human Resources Management (10%)

- Ensures Human Resources requirements are effectively addressed in accordance with the OFIFC HR Strategic Plan including compensation and benefits and OFIFC's salary structure;

- Supervises and maintains HR responsibilities for direct reports by providing direction, leadership, coaching, feedback, training and development opportunities and implements the performance management process includes regularly conducting direct reports' performance reviews;
- Participates in recruitment and selection and termination processes of staff except for Director level;
- Ensures delegation to direct reports is appropriate and supported;

Information Technology (5%)

- Ensures Information Technology requirements of the OFIFC and Friendship Centres are met, including data collection, networking and systems, software and hardware replacement;

Other (5%):

- Maintains and upgrades professional skills;
- Promotes a healthy, safe work environment; and
- Performs other duties, related to the position, as assigned by the Executive Director or designate.

By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the Ontario Federation of Indigenous Friendship Centres (OFIFC).		
Employee's Name:		
Employee's Signature:	Date:	