



OPPORTUNITY

P R O F I L E

**Director of Finance and
Administration**

EXECUTIVE SUMMARY



The Cridge Centre for the Family, located in beautiful Victoria, British Columbia, is seeking a Director of Finance and Administration. Reporting directly to the CEO, the DFA will oversee financial operations and administration and lead a dynamic team of staff who are committed to our mission of restoring hope and a future to those overcoming the challenges before them.

If you are a person-first, yet systems-oriented leader in the financial field with a passion for demonstrating the love of Jesus Christ through serving your community, we would like to hear from you.

Our story

The Cridge Centre for the Family is western Canada's oldest registered non-profit and is proud of its rich heritage. Founders, Bishop Edward Cridge and his wife Mary, came to Victoria as Chaplain of the Hudson's Bay Company in 1855. He has been described as Victoria's first social worker, pioneering many social and cultural causes. Mary took in orphan children which led to the founding of BC Protestant Orphan's Home in 1873. A generous donor in 1891 enabled us to buy property and build a 100-bed orphanage.

In the 1960's, our organization radically shifted from being an institution which cared for children without families, to an organization that offered support to families. The orphanage was converted to a day care centre and townhomes were built on the property for low-income families. The newly named organization became a community support hub. Since then, we have expanded our services to include transitional housing for women escaping abuse, brain injury services, and seniors' services.

The Cridge Centre for the Family acknowledges with respect the traditional territory of the Lkwungen and W_SANEC peoples, original caretakers of the land on which we serve. We have officially adopted the United Nations Declaration on the Rights of Indigenous Peoples and are actively seeking reconciliation with our First Nations' neighbours. We continue to grow and develop in meeting the ongoing needs of the community as an expression of our Christian faith.





VISION

Abundant Life.

MISSION

Providing excellence in support, housing, education and community, we work together to restore hope and a future to those overcoming the challenges before them.

VALUES

Act justly. Love mercy. Walk humbly.

KEY RESPONSIBILITIES



Finance

- Advise the Board of Directors on financial issues through comprehensive reporting and strong two-way communication.
- Develop and report on Key Performance Indicators that support the organization's financial strategy in concert with the operational strategic plan.
- Be involved in the creation and maintenance of annual and capital budgets.
- Spearhead Efficiency creation and systems enhancements.
- Coordinate yearly audit process and tax filing.
- Maintain appropriate internal controls and financial risk management.
- Monitor investments, physical assets and property of The Cridge Centre.

Administration

- Promote equity, diversity, inclusion and Indigenous reconciliation.
- Leadership in the recruitment, mentoring and professional development of finance and administration personnel.
- Collaboratively manage The Cridge Centre's Insurance programs.
- Oversee and negotiate leases and subleases.
- Lead and implement ongoing information technology strategies and ensure financial and payroll systems reflect leading industry practices.
- Regularly review financial policies.

Regulatory Compliance

- Ensure compliance with all financial safety and security standards.
- Develop control plan for risk management and mitigation.
- In partnership with the CEO, manage the Society's legal affairs.
- Ensure adherence to relevant legislation, collective agreements and governing policies.
- Verify completion of GST, EHT, WCB remittances, Charity Return and reporting to various funders.



Spiritual Leadership

- Engage in personal Christian prayer for their programs and the organization as a whole.
- Personally affirm the organization's Statement of Faith as noted in the By-Laws.
- Measure all operational decisions against the Society statement of faith which is entrenched within the Constitution.

EXPERIENCE AND QUALIFICATIONS

Experience

- At least seven years' progressively responsible financial experience.
- Financial management experience, including budgeting, electronic banking, reporting and analysis, and full-cycle financial operations.
- Experience planning, developing, implementing and monitoring financial controls, policies and procedures.
- Experience of CRM systems and functions including, processing, system roll overs, and database maintenance.
- Experience in leading change in financial management.

Qualifications

- University Degree in Business, Accounting, or equivalent.
- CPA designation or equivalent.

Skills and Abilities

- Able to function effectively within the Constitution and Bylaws of The Cridge Centre for the Family.
- Excellent interpersonal, oral, and written communication skills, as well as an ability to connect with a diverse group of individuals.
- Able to build a strong team and motivate and coach key employees.
- Able to work collaboratively and independently.
- Advanced knowledge and experience in the use of Microsoft Excel to organize, utilize, report and model financial information.
- Practical knowledge of payroll management.
- Knowledge of privacy requirements and systems security.



Estimated Search Timeline

Application Deadline: Until Filled
Anticipated Start Date: Negotiable
Location: Victoria, BC

How to Apply

Forward your resume and cover letter to arichards@cridge.org

Please note, qualified candidates for this search must be a Canadian resident at the time of application.

The Cridge Centre for the Family welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Compensation and Benefits

We offer a competitive salary including an extensive benefits package and enrollment in the Municipal Pension Plan.

Find out more about us at
www.cridge.org