



Opportunity Profile

DIRECTOR OF FINANCE
& CORPORATE SERVICES

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Mission Services of London (MSL) is looking for a relational and improvement-oriented strategic leader to join their team as Director of Finance & Corporate Services.

The Director of Finance & Corporate Services will be directly responsible for all financial operations of MSL. You will provide financial leadership, manage budgets, oversee accounting functions, conduct forecast analyses and monitor corporate credit.

As a senior leader, you model MSL's values and support their strong organizational culture. Day-to-day, you are expected to demonstrate strategic focus, collaboration, and resourcefulness. You will implement and maintain policies, protocols, and processes that align your team's work to MSL's mission and strategic priorities. As well, you will support the Executive Director in working with the MSL Board of Directors.

If you are a financial leader with a fund accounting background, can thrive in a rapidly changing and fast-paced environment, and have a set of values and convictions that align with MSL, we would love to hear from you!



OUR STORY



Whether it's providing emergency shelter for an individual or family, or caring for those with mental health needs, Mission Services of London (MSL) is there with a message of hope through faith. MSL is a Christian faith-based social service agency with a focus on serving neighbours who struggle with poverty, addictions, mental illness and homelessness. They provide food, shelter, clothing, crisis intervention, shelter diversion and more.

Mission Services of London opened its doors in January 1951 when fourteen Mennonite families purchased and renovated a home at 536 Talbot Street to provide shelter, food and care for men experiencing homelessness.

Since that time, MSL has helped thousands of people of all ages and backgrounds. Today they operate:

- Community Mental Health Programs - outreach services
- Men's Mission - an emergency shelter
- Mission Store - a social enterprise
- Quintin Warner House - an addiction treatment centre
- Rotholme Family Shelter - an emergency shelter

Many men and women tell how their lives have been changed significantly as a result of the love, care and respect they received from MSL during difficult periods of their lives. A little help can make a great deal of difference.

To learn more about the work of MSL, visit their [website](#).



OUR VISION

That all people are accepted, valued and can thrive in a caring community.

OUR MISSION

We actively respond to people experiencing need, affirm human dignity and inspire hope.

OUR VALUES

- compassion
- hope
- integrity
- diligence

...are grounded in faith.

KEY RESPONSIBILITIES

Financial Administration

- Ensure all accounting functions are recorded accurately for monthly and annual financial statements, balance sheets and income statements for all programs of Mission Services of London (MSL) and Mission Services of London Foundation (MSLF).
- Ensure accounting systems, policies and procedures are in place to produce financial statements in accordance with Canadian GAAP.
- Prepare annual operating and capital budgets for each department/program in conjunction and collaboration with the department/program Directors/Supervisors, and monitor throughout the year.
- Prepare an MSL consolidated operating and capital budget for approval by the Executive Director to be forwarded to the Finance Committee and Board for approval.
- Prepare monthly internal financial statements, as well as regular forecasts and periodic scenario modelling, with analysis and commentary, for distribution to the Executive Director and Senior Leadership Team.
- Prepare annual financial statements in accordance with Canadian GAAP.
- Maintain regular and frequent communication with department/program Directors to stay abreast of spending, budgets, reports and evaluation.



- Ensure that all insurance records/policies are maintained and in place. Negotiate and renew as required.
- Ensure all statutory municipal, provincial and federal corporate filing and registration requirements are complied with, including the municipal Annual Information Return, Ontario Health reports and the federal charity return form T3010, for both MSL and MSLF.
- In conjunction with the investment management firm, maintain financial management of short and long term investments and mortgages as directed by the Finance Committee/Board in accordance with the MSL/MSLF Investment Strategy Policy.
- Ensure that all capital expenditures are made within the approved limits of the capital budget.
- Annually update the replacement reserve account five-year projections.
- Ensure monthly revenue claims from operating programs are completed correctly and submitted on a timely basis to appropriate funders.
- Manage banking relationships, cash flow and investments in accordance with established policies and procedures.
- Develop, implement and monitor financial internal controls.
- Ensure accurate and timely analysis and reporting for internal and external parties.
- Develop and maintain effective relationships with funders, municipal, provincial and federal government agencies, as well as professional organizations such as consultancy firms and auditors.
- Provide support to any number of projects from an operational, financial and resource standpoint.



Contracts, Asset Management and Insurance

- Review and approve contracts and agreements that have funding or liability implications.
- Manage leasing, mortgage arrangements and loans, as required.
- Ensure that proper financial controls and systems are in place to protect agency assets.
- Maintain a current inventory listing of all capital assets including their acquisition and disposition.
- Ensure adequate insurance coverage on all buildings, equipment and vehicles, along with general and liability requirements to protect the Board of Directors and employees.

Payroll and Benefits

- Ensure that all aspects of payroll are recorded and processed accurately.

Corporate Services

- Collaborate with Human Resources (HR) to deliver services consistently with confidentiality, respect and professionalism.
- Partner with all MSL leaders to uphold the organization's values in all aspects of people management.
- Partner with HR to ensure compliance, safety and wellness in the workplace.
- Provide strategic and tactical perspectives on decisions and changes in terms of impact on people.
- Model effective self and team management, lead and provide expertise in your scope of responsibilities, champion collaboration and strategic alignment in teams, and anticipate market impacts and plan ahead for contingencies.

Administration

- Serve as a member of the Senior Leadership Team.
- Prepare and present Board reports at monthly meetings.
- Meet regularly with the Executive Director for support and supervision.
- Attend Finance Committee meetings and Board meetings.
- Attend MSLF Board meetings.
- Responsible for the property issues of the administration office, including heat, water, lighting and property maintenance.

Information Technology

- Oversee the development and support of information technology (IT) across the organization.
- Develop and support a strategic plan for IT.
- Oversight, development and maintenance of technologically appropriate management information and communications systems.
- Oversee the planning, acquisition, management and security of information technology equipment and systems in accordance with established policies and procedures.
- Assist in the development, implementation and ongoing monitoring of policies and procedures related to information systems.
- Ensure that acquisition and retention of client records complies with all relevant Privacy Legislation.
- Ensure computer/technology use by staff and volunteers is in adherence to MSL/provincial/federal guidelines.

QUALIFICATIONS

Education

- Professional accounting designation (CPA), preferred.
- Undergraduate degree in management/administration, accounting or commerce.

Experience/Abilities

- 5-8 years of progressively responsible experience with at least 3 years in management.
- Experience in a non-profit environment, preferred.
- Extensive experience and knowledge in dealing with accounting systems, budgets, internal controls, business planning and asset management.
- Knowledge of fund accounting.
- Knowledge of federal and provincial legislation affecting charities.
- Knowledge of Great Plains, Quadrant and HRIS.
- Knowledge of Salesforce, an asset.
- Knowledge of GAAP.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution and people management skills.

QUALIFICATIONS CONTINUED

- Excellent teamwork and team-building skills.
- A high level of proficiency with Microsoft Office, especially Excel.
- Agreement with the Statement of Faith and the ability to model the Vision, Mission and Values of MSL.

Problem Solving/Judgment

- Daily prioritization of responsibilities in order to meet deadlines.
- Discretion in handling confidential and sensitive information; knowledge of applicable data privacy laws.
- Able to make timely, informed decisions that take into account facts, goals, constraints and risks.
- Able to see the big, long-range picture and align direction, products, services and performance.

OUR SEARCH TEAM



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JEFF PITCHFORD LEADING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.



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KEITH KNIGHT SUPPORTING THE SEARCH

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders. He inherited a small group of business leaders consisting of seven chapters in southern Ontario and grew the organization into a national network of 70 chapters with a database of 6,500 business and professional leaders, including about 80 Christian non-profits.



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RYAN FERNANDES SUPPORTING THE SEARCH

Ryan brings over 15 years of progressive financial, people and global leadership experience across a broad spectrum of Fortune 500, private equity and private businesses ranging from CPG, automotive, food and beverage, and supplements. Having been both a candidate and a hiring manager with several executive recruiters, Ryan has the perspective to help a client clearly articulate their needs and wants as well as identifying a candidate who will excel in the role.

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

Location: London, ON (hybrid)

Application Deadline: open until a suitable candidate is determined

Start Date: TBD

HOW TO APPLY

Please forward a PDF of your resume and cover letter to info@nelsonandkraft.com.
Include "MSL - Director of Finance & Corporate Services" in the subject line.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.