



# Christ Church Cathedral School

Junior Kindergarten - Grade 8

912 Vancouver Street  
Victoria, BC, V8V 3V7  
Telephone: 250.383.5125  
[head@cathedralschool.ca](mailto:head@cathedralschool.ca)



## Cathedral School - Finance Director

Founded in 1989, Christ Church Cathedral School provides an outstanding and inspiring education to children JK-8. Ranking among the very top performing schools in our city, we provide a well-rounded curriculum accessible to students of all beliefs, nurturing the spiritual, social, physical and intellectual growth of every child. We aspire to be the school of choice for families who seek an excellent education for their children in a vibrant, caring and inclusive community, where students can discover the path toward the best version of themselves.

Cathedral School is currently seeking our next **Finance Director**. Reporting to the Head of School, the Director of Finance is a part of the Leadership Team and serves on the Finance Committee of the school's Board of Governors. Playing a strategic role, and guiding the school's long-term financial direction and sustainability, the Finance Director is responsible for managing all financial operations, including budgeting, financial planning, accounting, and reporting, while also acting as an ambassador of the school with a commitment to building on community relations. The Finance Director's role is essential for ensuring the financial health and mission fulfillment of our school as a not-for-profit organization.

Our school is committed to providing a dynamic and supportive working environment, with competitive compensation and a substantial benefits package. The salary will range between \$95 000 - \$105 000 depending on experience and credentials, and in addition, an option to participate in our RRSP contribution program, and both dental and medical benefits plan is available.

Please see the job qualifications and responsibilities below, and if you would like to be considered, please express your interest to the Head of School: [head@cathedralschool.ca](mailto:head@cathedralschool.ca). The posting will be open until March 31, and candidates of interest will be contacted directly.

Thank you for your interest in being part of the Cathedral School Team!



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## **The Director of Finance will have:**

- Bachelor's degree in Accounting, Finance, Business Administration - professional designations or advanced degrees an asset (i.e., CPA, MBA, etc.).
- Minimum of 8+ years of experience in accounting or financial management, preferably in an educational or non-profit setting.
- Previous experience leading a team and mentoring staff.
- Strong knowledge of accounting principles, financial reporting, budgeting, and cash management.
- Experience with financial aid administration, and risk management.
- Proficiency in financial software and systems, with strong analytical skills and attention to detail.
- Excellent time-management, organizational, and problem-solving skills.
- Strong communication skills in English, and strong interpersonal skills, with the ability to present complex financial information to non-financial stakeholders.
- High ethical standards and a commitment to maintaining confidentiality and integrity.

## **The Director of Finance will be Responsible for:**

### Financial Reporting and Accounting:

- Responsible for the day-to-day financial management and oversight of the organization's accounting and financial reporting functions.
- Prepare and present financial statements.
- Ensure the financial reports comply with accounting standards, regulations (e.g. GAAP for nonprofits), and other donor requirements.
- Manage the school's accounting systems and processes, including accounts payable, accounts receivable, payroll and general ledger.
- Oversee bookkeeping and transaction recording, ensuring accuracy and timeliness.

### Strategic Financial Planning:

- Develop and implement the financial strategy of the organization, aligned with its mission and long-term goals.
- Provide financial forecasts and long-term budgetary planning to ensure the organization can meet future needs and obligations.

### Leadership and Policy Development:

- Lead and manage the finance department, including overseeing applicable accounting personnel.
- Develop financial policies, procedures, and systems that promote effective resource management.



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## Budgeting and Forecasting:

- Lead the organization's budgeting process, working with the Deputy Head to develop and refine annual and multi-year budgets.
- Prepare financial forecasts to guide decision-making and resource allocation.

## Financial Analysis:

- Conduct financial analysis, including cost-benefit analysis and risk assessments, to support the leadership team's decision-making.
- Present financial insights to the finance committee and executive team, highlighting trends, risks, and opportunities.

## Fundraising and Donor Relations:

- Work closely with development or fundraising teams to ensure that financial planning aligns with fundraising goals and donor restrictions.
- Manage grant reporting and compliance, ensuring funds are used as intended.

## Board and Executive Reporting:

- Act as the main financial liaison with the finance committee, presenting financial reports, analysis, and strategic recommendations.
- Provide insights to the executive team on financial health and sustainability, often influencing organizational decisions.

## Risk Management:

- Identify financial risks and develop strategies to mitigate them, including insurance coverage, investments, and contingency planning.

## Investment and Resource Management:

- Assist the finance committee with the organization's investment strategy, endowment funds, and capital allocation to ensure sustainable growth.

Again, we thank you for your interest in working with Cathedral School and please note that we will reach out to candidates invited to interview.