

Director, Finance and Corporate Services

Victoria Hospice Society:

At Victoria Hospice, our mission is to enhance the quality of life for those facing life-limiting illness, death and bereavement through patient and family centered care, education, research and advocacy.

Description:

Reporting to and under the direction of the Chief Executive Officer (CEO), the Director, Finance and Corporate Services, is responsible for the overall financial stewardship, governance and delivery of corporate services for Victoria Hospice.

As a key member of the management team, the Director provides strategic leadership across finance, facilities, information systems, and corporate infrastructure to support high-quality service delivery. This position incorporates financial oversight with corporate service delivery, ensuring regulatory compliance and operational effectiveness.

This role is both strategic and hands-on in nature, combining senior level advisory responsibilities while maintaining a connection to day-to-day financial and corporate services operation. The Director collaborates closely with several internal and external interest holders, inclusive of the Board of Directors and the Health Authority.

What you'll do:

Strategic Finance and Corporate Services Leadership

- Lead ongoing planning for the Finance and Corporate Services portfolios to ensure fully integrated, high quality, and cost-effective service is provided that is consistent with evidence-based best practices
- Participate as a member of the Leadership Team, in discussion of society-wide issues and initiatives and provide feedback on focus areas
- Evaluate performance of program areas against operational and strategic plans, developing strategies and solutions to address deficits
- Act as an advisor to leaders within the organization for Finance and Corporate Services best practices and strategies
- Develop and manage the operating budget for services within the portfolios, inclusive of taking corrective actions as necessary
- Provide input into the development and application of VH policies, standards, goals and objectives
- Develop and maintain strong working relationships across the organization
- Ensure Finance and Corporate Services practices meet accreditation standards

Team Leadership and Development

- Provide leadership to Finance and Corporate Services team members and the organization by coaching, guiding, and modelling Victoria Hospice values
- Support training and development opportunities for staff, encouraging ongoing professional development
- Assist team members to define shared and individual goals and support individuals to meet performance expectations
- Participate in personnel management, including recruitment, onboarding, performance management, leave management, and employment transitions
- Develop and maintain a recruitment, retention, and succession planning strategy for the department, in collaboration with HR

Financial Stewardship, Reporting and Performance

- Supported by the Accountant, oversee the annual budget process, financial forecasting, and preparation of interim and year-end financial statements, ensuring results are monitored and variances addressed
- Develop, implement and maintain financial controls, including financial policies, procedures and standards to ensure consistent application
- Provide financial analysis, advice, and strategic support to the CEO and Board of Directors, including presenting reports to the Victoria Hospice Society Finance Committee and the Foundation Board
- Develop and present long-term scenario analyses to the Board, offering clear advice on potential financial implications, strategic risks, and future planning considerations
- Plan and coordinate annual external audit, ensuring the accurate preparation of audited financial statements and effective collaboration with auditors
- Ensure that relevant statutory reporting requirements are met (CRA, Hospital Compliance Act, BC Societies)
- Develop financial performance metrics and establish evaluation and monitoring frameworks that support organizational performance targets and strategic goals
- Provide financial analysis, advice, and strategic support to the executive management team and Board of Directors, including presenting reports to the Victoria Hospice Society Finance Committee and the Foundation Board

Banking, Cash Management and Financial Operations

- Oversee banking relationships, cash flow management, and treasury activities
- Provide leadership and oversight of Accountant charged with accounts payable processing and vendor payment management
- Maintain effective financial controls and authorization frameworks

Revenue, Invoicing, and Funding

- Oversee invoicing and revenue processes, led day to day by the Accountant – to ensure alignment with contractual and funding requirements
- Ensure accurate revenue recognition and high-level monitoring of accounts receivable
- Partner with operational leaders to ensure funding is aligned with service delivery and reporting obligations

Corporate Services Infrastructure and Systems

- Provide strategic oversight of facilities planning, maintenance, and capital improvement initiatives to ensure safe, reliable, and compliant care environments, with day-to-day coordination and vendor follow-up led by the Corporate Services Lead
- Offer leadership and direction for asset and materials management, including lifecycle planning and replacement strategies, supported by the Lead who manages routine inventory processes and operational tasks
- Provide strategic leadership over the organization's information systems and information management framework, relying on the Lead to handle daily system coordination, issue tracking, and liaison with IT service providers
- Ensure corporate infrastructure practices support operational effectiveness, data integrity, and organizational resilience, with operational processes carried out by the Lead under established policies and standards

Contracts, Insurance and Sustainability

- Provide strategic oversight of contracts that support Victoria Hospice services, ensuring alignment with organizational priorities, risk management principles, and fair business practices, with day-to-day contract tracking, documentation, and vendor coordination supported by the Lead.
- Lead contract negotiations and provide guidance to leaders involved in contract development, supported by the Lead who prepares documentation, organizes supporting information, and contributes to workflow coordination
- Oversee organizational insurance coverage and renewals at a governance level, with the Lead managing routine documentation, information gathering, and interactions with brokers for day-to-day needs
- Ensure environmental stewardship and sustainability priorities are integrated into facilities and operations planning, relying on the Lead to support tracking activities, vendor liaison, and routine implementation tasks
- Provide strategic oversight of environmental, health, and safety compliance requirements, with the Lead supporting day-to-day administrative, monitoring, and follow-up activities

Security and Emergency Planning

- Provide strategic oversight of physical security systems and related services, with the Lead managing day-to-day coordination of service providers, system maintenance scheduling, and basic troubleshooting processes
- Support organizational emergency preparedness, disaster recovery, and business continuity planning, with the Lead responsible for coordinating exercises, maintaining documentation, and arranging training logistics
- Ensure financial, facilities, and IT components of emergency and continuity plans are aligned and well coordinated, relying on the Lead to support routine updates, action tracking, and stakeholder coordination
- Participate in organizational risk assessments and mitigation planning at a strategic level, with the Lead supporting information gathering, documentation, and follow-up activities

Other Duties

- Provide strategic support for the development and implementation of new projects and programs, including project management guidance
- Identify education and training opportunities for leaders, staff, and internal partners, in relation to the Finance and Corporate Services portfolios to ensure individuals are informed of process and procedures as needed.
- Participate in the leadership on-call rotation schedule

What you'll bring:

- Bachelor's degree in finance, accounting, business administration or related field is required
- An MBA or advanced degree in finance or accounting is preferred
- Chartered Professional Accountant (CPA)
- Minimum 7-10 years of progressive leadership & management experience in finance and/or corporate services
- Strong expertise in operational accounting, budgeting, and financial analysis
- Experience overseeing facilities, IT, contracts, and/or corporate infrastructure functions
- Demonstrated experience in healthcare, non-profit other complex, operational environments considered an asset

What we're looking for:

- Strong interpersonal skills, with the ability to build relationships with individuals across the organization to support program delivery
- Strong financial management skills, inclusive of experience in budgeting, financial analysis, financial reporting, and financial controls
- Excellent communication, with the ability to communicate complex financial information to non-financial partners

- Ability to think strategically, and apply critical thinking skills to make complex decisions
- Ability to coach, lead and develop a high-performing team that fosters collaboration and service excellence
- High degree of professionalism and discretion in managing sensitive information
- Ability to manage, plan and deliver projects on time with consistency
- Ability to engage in the practical details of the portfolio to support direct reports and other teams in their work
- Strong technical acumen and the ability to leverage technology, information systems, and data to improve organizational effectiveness
- A commitment to enhancing one's own awareness, knowledge and skills related to equity, diversity, and inclusion

Additional Details:

This is a permanent, full-time position of 37.5 hours per week (1.0 FTE) Monday to Friday. Some evening or weekend hours may be required.

The salary range is \$108,120 – \$135,150 with 4 weeks annual vacation, as well as a defined benefit pension plan.

This is an on-site position with the option to work from home on occasion.

Application process: Please submit a cover letter with your resume to Careers@victoriahospice.org by Thursday April 2nd at 9 am Pacific Time.