



**Many Nations Financial Services Ltd./Many Nations Co-operative Ltd.**

**Director of Finance - Permanent, Full time**

**We offer a competitive salary, group and pension benefits.**

**Education** – One of the following:

- Accounting Certification (CA, CGA)
- Relevant Management/Finance Experience

**Duties & Responsibilities**

- Safeguard the asset of MNFS and MNCL through the development, implementation, and monitoring of high standards of internal control.
- Develop, establish, and implement accounting policies and procedures which ensure accurate and complete financial records in accordance with Canadian accounting standards for private enterprises (ASPE) and government and industry regulations.
- Prepare the annual operating budget in conjunction with the annual operating plan, for approval by the Board of Directors.
- Provide financial reports to the Board of Directors, Senior Management and staff as required.
- Direct the development of sound financial controls including procedures to monitor the maintenance and coordination of all financial transactions undertaken on behalf of MNFS and/or MNCL.
- Ensure that all financial and business records of MNFS and MNCL are adequately maintained and secured.
- Prepare and present performance and progress reviews on a regular basis to the Board of Directors to ensure that the Board is fully informed of all activities affecting MNFS and MNCL.
- Provide the Board of Directors with technical information and background information as required to enable the Board Members to make sound decisions.
- Attend Board of Director meetings as required on behalf of MNFS and MNCL.
- Maintain insurance policies on behalf of MNFS, MNCL and the Pension Committee (fiduciary liability, professional liability, cyber, directors and officers and commercial policies).
- Ensure that preventative maintenance and service contracts are in place, maintain equipment inventories, evaluate new equipment and techniques.

**Multi-Employer Pension Plan**

The Director of Finance shall perform the duties for the Plan Manager, as delegated to MNFS by the Multi-Employer Pension Plan Pension Committee.

Please submit your resume to [gail@manynations.com](mailto:gail@manynations.com)