

Position Profile

Director of Finance & Administration

Reports To: Partners, D'Arcy & Deacon

Organization: D'Arcy & Deacon LLP

Date: July 2025

ABOUT D'ARCY & DEACON LLP

D'Arcy & Deacon LLP (the Firm) is one of Winnipeg's foremost law firms, known for its deep-rooted reputation for excellence and integrity. The firm provides comprehensive legal services to institutions, businesses, organizations, and individuals, combining proven expertise with a client-centered approach. With a strong emphasis on respect, responsiveness, and cost-effective representation, D'Arcy & Deacon is committed to delivering practical legal solutions tailored to each client's needs.

As a proud member of Lawyers Associated Worldwide (LAW), D'Arcy & Deacon is part of a global network of independent commercial law firms. This affiliation enables the firm to offer clients seamless legal support across major financial and commercial centers around the world, while maintaining the local insight and personalized service that define its practice.

ABOUT THE DIRECTOR OF FINANCE & ADMINISTRATION

Reporting to the Partner group, the Director of Finance & Administration is a key member of the management team, responsible for leading the firm's finance, accounting, and administrative functions. This strategic role ensures the accuracy and integrity of financial reporting, supports business planning, and provides trusted insights to guide decision-making across the organization. The Director will oversee all accounting operations, develop and enforce financial and operational policies, and ensure compliance with internal and external standards. They will work closely with Partners to monitor performance metrics, identify areas for improvement, and implement solutions that align with the firm's strategic goals.

In addition to financial leadership, the Director will manage the firm's IT infrastructure, acting as the primary liaison with service providers to ensure technology solutions meet operational needs, budget constraints, and security requirements.

This role requires a proactive, confident leader who can make and implement difficult decisions, communicate effectively across all levels, and represent the firm with professionalism in all internal and external interactions.

KEY ACCOUNTABILITIES

Financial Governance & Reporting

- Lead the review, amendment, and implementation of firm-wide financial policies.
- Oversee quarterly and annual financial statement preparation, ensuring accuracy and compliance with applicable standards.
- Manage the budgeting process, including planning, forecasting, and variance analysis.
- Prepare and monitor cash flow projections to support operational and strategic decision-making.
- Supervise monthly operational reporting, including key performance indicators and statistical summaries.
- Conduct trend and performance analysis to inform leadership and support continuous improvement.

Trust & Regulatory Compliance

- Oversee trust accounting, including reconciliation, reporting, and compliance with Law Society of Manitoba (LSM) regulations.
- Lead LSM audits and investigations, ensuring timely and accurate responses.
- Manage taxable WIP assessments and coordinate year-end audit reviews and discussions.
- Serve as the firm's CRA Level 3 contact, handling complex tax and compliance matters.

Financial Controls & Asset Management

- Review and approve accounts payable, banking activity, and cheque disbursements.
- Ensure timely monthly reconciliations for lawyer compensation and firm accounts.
- Oversee WIP and AR write-offs/chargebacks, including review and approval processes.
- Manage accruals, prepaids, and allowances, ensuring accurate financial positioning.
- Maintain oversight of firm assets and capital management, including inventory and depreciation tracking.

Insurance & Risk Management

- Administer and review all firm insurance policies, including general liability, professional liability, life, cyber, and crime coverage.
- Ensure appropriate coverage levels and manage renewals, claims, and risk mitigation strategies.

Banking & External Relationships

- Maintain and strengthen the firm's banking relationship with BMO, ensuring optimal service and financial arrangements.
- Coordinate various reporting requirements to third parties, including financial institutions, insurers, and regulatory bodies.
- Foster and maintain professional relationships with all financial and service providers.

We ask those individuals with an interest in further exploring this exciting opportunity to contact:



Lillian Wong at Lillian.Wong@mnp.ca

Strategic Projects & Leadership

- Lead or support special projects, financial analyses, and business developments as required.
- Collaborate with firm leadership on strategic planning and operational initiatives.
- Perform other duties as assigned, contributing to the overall success and sustainability of the firm.

Infrastructure & Systems Management

- Provide strategic guidance on IT solutions and enhancements to support firm operations and growth.
- Lead quarterly strategic reviews with managed security providers to align IT initiatives with business goals.
- Conduct annual assessments of IT budget requirements, balancing cost-efficiency with performance and security needs.
- Direct the management and development of the firm's network infrastructure, ensuring reliability and scalability.
- Maintain and optimize the firm's main legal practice management system (Prolaw).
- Develop and maintain a comprehensive Business Continuity and Disaster Recovery Plan.
- Serve as the primary contact for the firm's Managed Services Provider, fostering a collaborative and responsive relationship.
- Address user and network issues as they arise, including after-hours support when necessary.
- Lead the implementation and upgrade of new technologies, ensuring minimal disruption and maximum benefit.

EDUCATION AND EXPERIENCE REQUIREMENTS

The ideal candidate will have a post-secondary degree in finance, accounting, or business; a CPA designation is required. The candidate will have a minimum of five years of experience in a senior accounting position with full-cycle accounting experience in a business-driven environment. Experience in a professional services organization is strongly preferred.

The ideal candidate is a strategic and resilient leader who brings a calm, solutions-oriented mindset to complex financial and operational challenges. We are seeking candidates with the following attributes:

- Confident and articulate, able to present financial insights and strategic recommendations clearly to partners, stakeholders, and external parties.
- Positive and forward-thinking, with a proactive approach to identifying opportunities for improvement and innovation across finance, IT, and Firm operations.
- Advisory in nature, serving as a trusted partner to leadership by offering sound judgment and actionable guidance rooted in data and experience.
- Resilient and composed under pressure, capable of navigating high-stakes decisions, audits, and crises with professionalism and clarity.

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Director of Finance & Administration

- Client-focused, understanding the importance of service excellence.
- Collaborative and influential, fostering strong relationships across departments and with external service providers to ensure alignment and accountability.

Please contact or submit your resume to:

LILLIAN WONG, Director, Executive Search and Recruitment

MNP | Email: lillian.wong@mnp.ca