



Position Profile

Vice President of Finance

Reports To: Chief Financial Officer

Organization: Health Sciences Centre Foundation

Date: February 2025

About Health Sciences Centre Foundation

Health Sciences Centre (HSC) Winnipeg is a Shared Health Facility and is Manitoba's flagship hospital with specialized support for trauma, neurosurgery, burn, transplant, and psychiatric health.

The Health Sciences Centre Foundation (HSCF) rallies individual, corporate, and institutional donors in support of HSC Winnipeg - Manitoba's hospital. By inspiring Manitobans to donate, the HSCF enhances patient care and accelerates innovation at HSC through the acquisition of state-of-the-art technology, the development of new clinical spaces, and the promotion of groundbreaking research. Through specific, timely, and essential investments, the HSCF helps to deliver tomorrow's health care today.

HSC Foundation donors improve the care and facilities at HSC for patients and their families from Manitoba and beyond.

HSCF specializes in innovative health care. In partnership with donors since 1976, the HSCF has raised over \$255 million to support compassionate patient care, innovative research, new clinical research facilities, cutting-edge technology, and training opportunities for their medical and scientific teams.

Thanks to remarkable support from the community, the Foundation has a tremendous impact on patient care in our province and makes a profound difference in the lives of patients and families who visit HSC every day.

Our Vision

Tomorrow's Health
Care, Today

Our Mission

Inspiring generosity to
create the best health
care experience for all
Manitobans

About the Vice President of Finance

Reporting to the Chief Financial Officer, the Vice President of Finance is responsible for providing leadership and direction to the Finance team, as well as day-to-day management of the finances of the organization. The Vice President of Finance advises on a wide range of financial issues for the organization and actively participates in problem-solving and decision-making for a variety of strategic and operational issues. The Vice President of Finance leads the financial planning, financial reporting and accounting, financial performance and business planning, and facilities support functions for the HSCF.

The Vice President of Finance will provide direction and oversight to the Finance team to work collaboratively, support collegiality across the Foundation while also demonstrating accountability and performance excellence. This position supervises the Finance team of four (4) staff.

Key Leadership Accountabilities

- Lead accounting operations, including billing, receivables, payables, payroll and income tax preparation to support and advance HSCF's strategic objectives
- Manage HSCF's internal controls, including policies and procedures, to ensure regulatory compliance and timely/accurate financial reporting
- Lead the annual budget process, including presenting it to the Audit Committee
- Provide timely and accurate reporting to senior management, the Audit Committee and the Board of Directors
- Manage the year-end audit process for HSCF and HSCF Property Inc
- Ensure donation receipts are issued according to HSCF policies and external regulatory requirements
- Manage the Financial Planning / Cash Flow model, including the timing of the investment of surplus cash
- Act as a key resource for HSCF's Investment Management Sub-Committee and the key contact with HSCF's investment fund managers
- Ensure timely information is provided to the Philanthropy team in reporting to donors and management of funds, gift payments, and review of gift agreements
- Manage the disbursement process to HSC
- Enhance IT Security by reviewing and implementing risk management strategies to strengthen the IT infrastructure
- Ensure compliance with tax laws and regulations for registered charities
- Provide support to the Office Manager in the effective operation of the HSCF office
- Perform other related projects/duties as required

Education, Experience, and Skills

The ideal candidate will possess a Chartered Professional Accountant (CPA) designation and hold a post-secondary degree in Finance or Business. They will have a minimum of ten years of management experience, demonstrating the ability to supervise and mentor staff effectively. This individual will excel in engaging team members, inspiring credibility and confidence, and building consensus. Additionally, they will have strong project management experience, with the capability to develop, monitor, and evaluate multiple projects with various deliverables and deadlines. Their ability to plan, organize, and lead the implementation of plans and processes will be crucial to their success in this role.

- Strong interpersonal skills and the proven ability to lead a team, including teaching and mentoring
- Proven ability to multi-task under tight timelines
- Excellent oral, written and presentation skills, including presentations to Audit Committees and the Board of Directors
- Strong record of negotiating with vendors that has resulted in improved value for the organization
- Expertise in analyzing complex problems and making decisions
- Track record of strategic thinking that has made consequential impacts on the organization
- Expertise in identifying opportunities to improve the functionality of financial systems, including the implementation of financial modules to achieve the improved functionality
- Experience in leading projects that improve the efficiency and effectiveness of an organization, including the ability to lead cross-functional teams and change management
- All relevant experience will be considered; experience in the charitable sector is not a prerequisite for this role.

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

Kam Ketler, Professional Recruitment

MNP LLP

Email: kam.ketler@mnp.ca