

Manager of Finance

THE OPPORTUNITY

The McGill University Health Centre (MUHC) Foundation is in an exciting period of growth with a new strategic plan in place that outlines key strategic priorities for future expansion and success, including plans for our next multi-year aspirational campaign.

As part of our plans for growth and added capacity, we seek an experienced finance professional to fill the newly established role of **Manager of Finance**. The successful candidate will be responsible for the recording of the financial and accounting activities of the Foundation, including ensuring the accuracy and reliability of the donation and accounting systems.

Reporting to the Vice-President, Operations, the new incumbent will make certain that sound financial practices are exercised and will supervise the work of two direct reports - our Finance Assistant and Chief Accountant.

The **Manager of Finance** will be an integral part of our larger Foundation team of 28 dedicated and passionate professionals who are working to position the MUHCF Foundation for continued success as a leader in healthcare philanthropy. We are committed to building cohesive fundraising, donor relations, communications, and engagement strategies that secure investments and gifts to support the MUHC's clinical, research, and teaching mandates, so that the doctors and researchers of the MUHC can push the limits of what is possible.

ABOUT THE MCGILL UNIVERSITY HEALTH CENTRE

For more than 150 years, the McGill University Health Centre (MUHC) founding hospitals have been providing the best possible care to the community, and in 1997, the MUHC was officially created through the merger of 5 hospitals: Montreal Children's Hospital, Montreal Chest Institute, Montreal General Hospital, Montreal Neurological Institute & Hospital, and Royal Victoria Hospital. These hospitals' respective research institutes merged to form the Research Institute of the MUHC and in 2008, the Lachine Hospital and Camille Lefebvre Pavilion also joined the MUHC.

Affiliated with McGill University's Faculty of Medicine, the MUHC is an academic health centre that provides some of the most advanced care in the province, which includes complex diagnoses, treatments, and surgeries in the areas of cardiology, endocrinology, transplantation, neurology, oncology, and respirology, among many others. The MUHC cares for some of the most critically ill patients across Quebec and provides highly-specialized care, treatments, and medical testing that other hospitals simply cannot offer.

In June of 2015, the Glen site of the MUHC was inaugurated and this complex now houses the new Montreal Children's Hospital, Royal Victoria Hospital, Montreal Chest Institute, the Cedars Cancer Centre, and the Research Institute of the MUHC. Patients and their families are at the heart of the design and layout of the new hospital.

With 1,356 physicians and over 12,000 nurses, support staff, and employees, the hospital at the Glen site is a patient-centred facility that helps to not only heal the body, but also the soul. It has helped the MUHC transform the way in which it delivers the highest level of care to our population, ensuring that all patients truly receive the *best care for life*.

In addition to clinical care, the MUHC is an international research powerhouse that conducts both fundamental and clinical research. The Research Institute of the MUHC supports 446 researchers and ongoing research collaborations with 62 countries; it continues to shape the course of adult and pediatric medicine by attracting research leaders from around the world.

Every year, close to 3,000 students train at the MUHC, including medical and surgical residents, nurses, medical students, and allied-health students. From pediatric medicine to adult trauma, students receive highly-specialized training, which thoroughly prepares them for their positions within the medical profession. All MUHC physicians are also professors within the McGill University Faculty of Medicine.

For more information about the MUHC, please visit: <https://muhc.ca/>

ABOUT THE MCGILL UNIVERSITY HEALTH CENTRE FOUNDATION

The MUHC Foundation plays a pivotal role in supporting exceptional programs, purchasing innovative medical equipment, fostering ground-breaking research, and ensuring the highest level of teaching.

In 2015, the MUHC and Royal Victoria Hospital Foundations partnered and began working together in order to fulfill their missions of raising funds in support of the hospital's greatest needs. By aligning our fundraising priorities, and integrating our Board and staff teams, the MUHC and RVH Foundations were better positioned to ensure that patient care, teaching, and research needs were met. Since then, we have strengthened fundraising capacity and contributed record-breaking amounts to support the greatest needs of the Royal Victoria Hospital, and effective April 1, 2018, the Royal Victoria Hospital Foundation officially changed its name to the McGill University Health Centre Foundation. We are now one united Foundation focused on investing in patient care, research and teaching.

Our Foundation is governed by a volunteer Board of Directors which includes members from the medical, scientific, academic, and business communities. These dynamic leaders ensure that we maintain the highest standards with regards to ethics and best accounting practices. The Board oversees and approves the Foundation's budget, fundraising goals, and the granting of funds raised to support the priorities of the MUHC.

The MUHC Foundation is comprised of a team of 28 staff members and total revenues in 2017 – 2018 were \$28 million. Our Foundation continues to be in high growth mode as our donor community grew by a remarkable 26%, and our revenues increased by close to 25% in the past year. We have put in place a new strategic plan that outlines key strategic priorities for future growth and success with a diversified fundraising strategy that balances funding for all priority areas of need.

For more information about the MUHC Foundation, please visit: <https://www.muhcfoundation.com/>

ADDITIONAL BACKGROUND AND RESOURCES

Board of Directors:

- <https://www.muhcfoundation.com/about-us/board-of-directors/>

2017-2018 Annual Report:

- https://www.muhcfoundation.com/wp-content/uploads/2018/08/MUHCF_Annual_Report_2018.pdf

Other Publications of the MUHCF:

- <https://www.muhcfoundation.com/about-us/our-publications/health-matters-fall-2018/>

In the News:

- <https://www.muhcfoundation.com/news/>
- <https://www.muhcfoundation.com/elspeth-mcconnell/>
- <https://www.muhcfoundation.com/15-million-gift/>

KEY AREAS OF RESPONSIBILITY

Reporting to the Vice-President, Operations, the Manager of Finance will:

- Review reconciliation of the database and financial systems on a monthly basis to ensure consistency in totals and allocations;
- Review the reconciliation of the bank account on a monthly basis;
- Review the reconciliation of credit card transactions processed through BBMS and Moneris;
- Review the monthly investment journal entry along with the appropriate reconciliations and continuity schedules for year-end purposes;
- Prepare the monthly financial statements including supporting reports and variance analysis;
- Prepare reports presented to the Board of Directors;
- Verify the quarterly and annual GST/QST returns for submission to Revenue Quebec;
- Liaise with Donor Relations, Information Systems and Development Officers to ensure sufficient and effective reporting between information systems and finance;
- Review the Annual Registered Charity Information Return (T3010), the Directors/Trustees and Like Officials Worksheet (T1235) and the Qualified Donees Worksheet (T1236) for submission to the regulatory authorities (CRA);
- Review donation of securities acceptance instructions for signature by the Vice-President, Operations;
- Manage the preparation of the year-end audit information for external auditors;
- Prepare forecasts and the annual budget;
- Optimize all accounting processes and procedures to ensure best practices are met and maintained;
- Supervise and provide guidance to direct reports, ensuring team work and collaboration.
- Other related tasks as required and assigned by the Vice-President, Operations.

QUALIFICATIONS AND COMPETENCIES

- Minimum of five years of relevant experience in the field of accounting; experience in the not-for-profit sector would be an asset;
- Member of the order of Chartered Professional Accountants is preferred; any additional academic designation would be an asset;
- Proficient knowledge of integrated financial and database systems; knowledge and experience with Blackbaud related software such as Raiser`s Edge and Financial Edge is preferred;
- Computer proficiency in using the MS Office suite including Word, Excel, PowerPoint, Adobe
- Ability to work in French and English, both spoken and written;
- Excellent organizational, communication and interpersonal skills;
- Impeccable attention to detail, able to multitask and work under pressure in a fast paced environment and respect very strict deadlines;
- Meticulous, discreet when dealing with confidential information;

FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf the McGill University Health Centre Foundation. For more information about this leadership opportunity, please contact **Sylvie Battisti, Vice President, Search + Talent** by email at MUHCFFinance@kcitalent.com.

To view the full Position Brief, please visit: <https://kciphilanthropy.com/kci-talent/>

Please send resume and letter of interest to the email address listed above by March 11, 2019.