



## **POSITION BRIEF**

**Financial Controller**

THE MONTREAL  
GENERAL  
HOSPITAL  
FOUNDATION



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### FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf the Montreal General Hospital Foundation. For more information about this leadership opportunity, please contact Sylvie Battisti, Vice President or Mona Ip, Senior Consultant, KCI Search + Talent by email at [MGHFfin@kcitalent.com](mailto:MGHFfin@kcitalent.com).

*All inquiries and applications will be held in strict confidence.*

Although the application submission deadline is November 18, 2022, interested candidates are encouraged to submit resume and letter of interest to the email address early as applications will be considered on a rolling basis and candidates may be invited to interview before the deadline.





# Financial Controller

## The Montreal General Hospital Foundation

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### THE OPPORTUNITY

As part of our exciting growth plans, The Montreal General Hospital Foundation (MGHF) is seeking a dynamic and experienced finance professional to fill the important role of Financial Controller. Responsible for managing the accounting, financial and treasury functions as well as ensuring the accuracy and reliability of the donation and accounting systems, the new Financial Controller will help build additional capacity for MGHF in support of its strategic vision.

Reporting to the Director of Finance, the Financial Controller will be a key member of a dedicated group of professionals working collaboratively to position the Foundation for future growth and success as a leader in healthcare philanthropy. Initiative, judgment, flexibility and diligence, as well as attention to detail, adaptability and exceptional team spirit are critical for this role.

MGHF's office is a hybrid working environment, with the Foundation's office located on Avenue Cedar in downtown Montreal.

### ABOUT THE MONTREAL GENERAL HOSPITAL FOUNDATION



Established in 1973, the Montreal General Hospital Foundation's mission is to provide vital support for vital care. The Foundation is mandated to raise money, manage significant funds and invest responsibly in healthcare research, training and technology at the MGH, the MUHC and more broadly, within the McGill academic health network. We work with donors and dedicated collaborators to raise awareness and foster excellence in vital care to all patients, present and future.

Over the last ten years, the Foundation has invested \$150 million in support of patient services and research and during the fiscal year 2021-2022 period, our donors generously contributed \$21.4 million to fund our work. In the last fiscal year, our community's incredible generosity combined with the hard work of our foundation team resulted in us achieving an administrative expenditures ratio of 7.8% - (based on the Canada Revenue Agency T3010 rules) well below the Canadian average for large hospital foundations.

In keeping with the wishes of donors, the funds raised by the MGHF go toward supporting leading research programs, acquiring cutting-edge equipment, and helping medical teams with their priority needs. Its strong relationships with the healthcare community have made the MGHF a valuable partner when it comes to advising donors as to where investments should be made and advocating for the important investments that donors provide. The MGHF supports a variety of projects at the McGill Network and other establishments.

## CAMPAIGN CODE LIFE: VITAL SUPPORT FOR VITAL CARE

The CODE LiFE campaign is a \$100 Million, multi-year fundraising campaign, launched in November 2018 and closed successfully in December 2021 with a total raised of \$110 Million.

CODE LiFE is our pledge to support vital care and our expression of respect for the precious nature of life. It is the symbiotic relationship between our donors' desire to make a real difference, and the informed and unbiased selection of priority healthcare projects to support.

Through Code LiFE, we seek to protect, heal, extend, and save lives in all the medical institutions with which we are affiliated. Ultimately, we seek to foster the medicine of the future through research, prevention and technology.

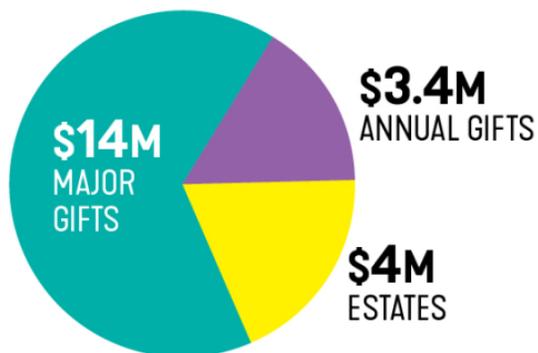


Watch our video about [CODE LiFE: \\$110M Raised!](#)

## FINANCIAL REPORT

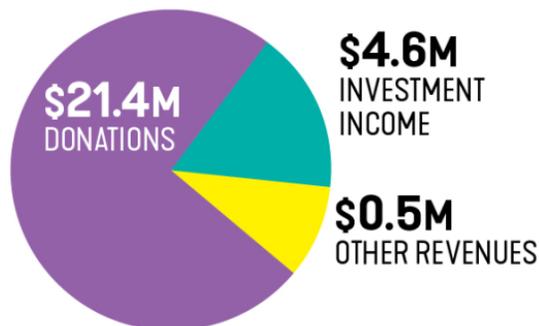
We are so grateful to our community and partners for their incredible generosity. **In the last fiscal year, from April 1, 2021 to March 31, 2022, we raised \$21.4 million in donations!** Once again, major gifts accounted for a large portion of revenue, as did annual gifts and estates. Every gift counts, regardless of type or size.

# DONATIONS \$21.4M



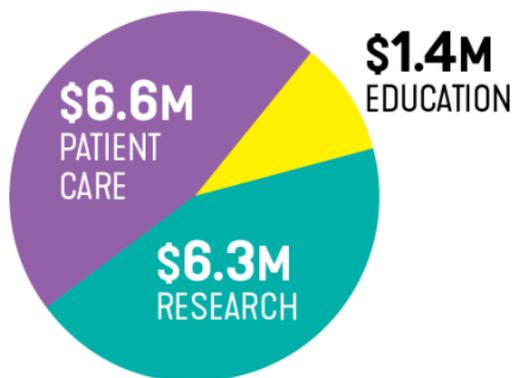
Our strong financial management has also resulted in an additional \$4.6 million in net investment income and \$0.5 million from other revenues, for a total of \$26.5 million in FY 2021-2022.

# REVENUES \$26.5M



# SUPPORT TO VITAL CARE \$14.3M

The pandemic made us all realize the importance of research to protect the health of our community, and to provide vital support for vital care. This is why we provided **\$6.3M in support to research and \$1.4M in education** for furthering the knowledge of our medical teams. Taking care of our patients is a high priority: we allocated \$6.6M to support patient care and improve patient experience.



Once again this year, we are proud to have maintained a low ratio of administrative expenses to total revenues of only 7.8%. **All of your donations are used to meet priority needs**, as administrative expenses are covered by our investment income.

## TOTAL ADMINISTRATIVE EXPENDITURES TO REVENUES RATIOS\*

FUNDRAISING COST	4.2%
MANAGEMENT & ADMINISTRATION	2.6%
INVESTMENT MANAGEMENT FEES	1.0%
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>7.8%</b>

\* BASED ON THE CANADA REVENUE AGENCY T3010 RULES.

## BOARD OF DIRECTORS

**Jean-Christophe Bédos**, Chair  
**Elise Nesbitt**, Vice-Chair  
**Jean-Guy Gourdeau**, President & CEO  
**Jocelyne Poliquin**, Secretary  
**Julie Denis**, Treasurer  
**Adam Adamakakis**, Director  
**Gail Adelson-Marcovitz**, Director  
**Kim Anderson**, Director  
**Daniel Baer**, Director  
**Cristina Birks**, Director  
**Vincenzo Ciampi**, Director  
**Dominic M. Costantini**, Director  
**Sophie Cousineau**, Director  
**Dr. Liane S. Feldman**, Director  
**Jane Hope**, Director  
**Ann Lynch**, Director  
**Judith Ménard**, Director  
**Patrice Ouimet**, Director  
**Yvon Roy**, Director

**Peter F. Trent**, Director  
**Nancy Wells**, Director

## BOARD EMERITUS

**Andrew T. Molson**  
**David Bensadoun**  
**H. Jonathan Birks**  
**Peter Coughlin**  
**Dr. Gerald M. Fried**  
**Cynthia M. Gordon**  
**Scott B. Jones**  
**David L. McAusland**  
**Gail Merilees Jarislowsky**  
**Mark L. Smith**  
**J. Robert Swidler**  
**Ivan C. Velan**  
**Michel Vennat**

## **ADDITIONAL BACKGROUND AND RESOURCES**

[About the Montreal General Hospital Foundation](#)

[MGHF Team](#)

[MGHF 2021-2022 Annual Report](#)

[Financial Statements 2021-2022](#)

[CODE LiFE Campaign Results](#)

## **KEY AREAS OF RESPONSIBILITY**

- Managing overall accounting and financial functions;
- Supervise the Financial Coordinator who is responsible for the preparation and analysis of financial statements and other operational and financial reports, general accounting, accounts payable, payroll and statutory reports;
- Ensure compliance with accounting standards and other regulations in force;
- Ensure the follow-up and improvement of the accounting processes and policies and internal controls of the Foundation aimed at ensuring the integrity of the information;
- Manage the preparation of accounting and statutory audit files;
- Manage the planning of cash flow, both in the short term and in the medium/long term;
- Record investment transactions;
- Collaborate in the preparation and monitoring of annual budgets;
- Respond to various requests for ad hoc analysis;
- Collaborate in the preparation of reports to present to the board of directors and to our business partners;
- Collaborate in the monitoring and help develop performance indicators;
- Raise opportunities for improvement and propose innovative solutions;
- Collaborate on various special projects such as the automation of certain processes, implementation of new methods, continuous improvement.
- Perform other related duties.

## **QUALIFICATIONS AND COMPETENCIES**

- CPA and Bachelor's degree in accounting;
- Have a minimum of 7 years of progressive experience in similar functions;
- Good communication and teamwork skills;
- Analytical and strong synthesis, planning and organizational skills;
- Ability to work in French and English (oral and written);
- Strong knowledge of the MS Office suite (advanced Excel) and demonstrated skills in the use of technologies;
- Experience in the not-for-profit sector would be an asset.

## **DESIRED BEHAVIOURS**

- Integrity and respect for ethics and values;
- Discretion, diplomacy, ease in maintaining harmonious interpersonal relationships;
- High degree of efficiency, autonomy and thoroughness;
- Judgment and flexibility;
- Diligent and responsible;
- Motivated and shows initiative;
- Strong ability to adapt to varied assigned tasks and able to prioritize numerous requests;
- Ability to manage unforeseen or complex situations.

## BIOGRAPHIES

### **Jean-Guy Gourdeau, CFA, CPA President & CEO**



Jean-Guy has over 25 years of senior management and financial services experience in organizations such as Richardson Financial Group, Power Financial Corporation, Investors Group Inc, Trilon Financial Group Inc. and Brascan Limited (now Brookfield Asset Management Inc.).

Jean-Guy obtained his Bachelor of Commerce Degree from McGill University, with great distinction as a university scholar, and became a Chartered Accountant in 1987 with the firm Touche Ross. Jean-Guy obtained his Chartered Financial Analyst charter in 1992.

Jean-Guy has been active with non-profit organizations for over 25 years and previously served on numerous other corporate and community boards in Quebec, Toronto and Winnipeg.

### **Julie Denis, CPA Vice President, Finance & Administration**

Julie Denis joined the Montreal General Hospital Foundation in 2015 as the Vice-President, Finance and Administration.

Her career path over almost 30 years has allowed her to demonstrate solid skills in strategic planning, the acquisition and integration of companies, the optimization of business processes, cost control as well as operations management.



Julie, who earned her Bachelor of Business Administration at HEC Montréal, is also a member of l'Ordre des Comptables Professionnels Agréés du Québec (CPA, CA). She worked over 15 years with the TD Insurance Group as Vice President, Finance. She also worked nearly 5 years in the law firm Heenan Blaikie as Chief Financial Officer.

Julie is recognized for her joie de vivre, her smile and her leadership.

### **Jocelyne Poliquin, CPA Director of Finance**



Jocelyne Poliquin first joined the Montreal General Hospital Foundation in 2020 as Financial Controller.

She has broad-based experience in budget preparation, financial statements, financial management, operations management and cost analysis.

Prior to joining the Montreal General Hospital Foundation, Jocelyne worked for VoiceAge Corporation for 17 years initially as Controller and then as Vice president of finance and administration where she was responsible of the financial and administrative functions of the company. She also held roles as project coordinator for business analysis as well as price development at Relizon Canada where she made a key contribution to the development and the implementation of a computerized system for price determination.

Jocelyne is recognized for her dynamism and her positive attitude.

Jocelyne holds a B.Comm. in Management Accounting from the Université du Québec à Montréal. She is also a member of l'Ordre des Comptables Professionnels Agréés du Québec (CPA, CMA).

# ORGANIZATIONAL CHART: MONTREAL GENERAL HOSPITAL FOUNDATION

