



## Director, Finance and Administration

Your expertise in this multi-faceted role will underpin HEQCO's mission to inform the future of Ontario higher education and provide evidence-based solutions to the challenges facing Ontario's postsecondary system.

As a member of the leadership team and reporting to the President and CEO, this role of Director, Finance and Administration will lead the finance, administration, risk management, procurement, information technology (IT), facilities and human resources functions for the organization. In this position, you will work collaboratively across the organization to promote an effective corporate accountability framework, which will include strategic business and operational planning, performance management and reporting.

You will be the ideal candidate for this position if you have been successful in juggling the demands of a range of corporate services activities and navigating between tactical and strategic issues. Your excellent relationship management abilities will allow you to work collaboratively internally and to establish a strong and trusted presence when representing HEQCO with the Ministry of Colleges and Universities. You will also have the confidence to provide sound, strategic advice in key subject areas and the proven ability to foster an inclusive and positive work environment.

### Responsibilities:

- Directing the planning, development, implementation and overall management of HEQCO's corporate services
- Provide advice and leadership on strategic, tactical, technical and service delivery matters to the President and CEO, the senior leadership team and the Board
- Provide oversight of all financial functions to effectively manage and report on HEQCO's funding and to ensure operations are conducted within financial guidelines and budgetary restrictions
- Lead a team of functional experts in core corporate services including finance, facilities, information technology/information management and human resources
- Oversee the procurement process and ensure value for money and service excellence

### Qualifications:

- Leadership experience in the planning, management and oversight of a full range of centralized financial and corporate services and systems
- Degree in finance, business administration, accounting or relevant field
- Knowledge and understanding of information technology practices to ensure the maintenance and enhancement of business-critical infrastructure and systems



- Excellent partnership and business relationship skills to negotiate with external service providers, and to represent HEQCO with external auditors and the provincial government
- Strong communication and presentation skills to provide strategic advice to the President and CEO, the Board, provincial ministry and elected officials
- Exceptional organizational and time-management skills to adapt to changing priorities
- Experience working within a transfer payment accountability framework and with a Board is an asset

### **How to Apply**

If you are a qualified candidate interested in this opportunity, please forward via e-mail your cover letter and resume to [heqco@hrassociates.ca](mailto:heqco@hrassociates.ca) by February 12, 2021.

Questions about the position or the recruitment process can be directed to Luciana Da Silva of HR Associates at 416-237-1500, ext. 266, or [Luciana.DaSilva@hrassociates.ca](mailto:Luciana.DaSilva@hrassociates.ca).

Please note that applications will be assessed on a rolling basis.

*We thank all applicants, however, only those selected for an interview will be contacted.  
Accommodations are available upon request.*