



Canadian Research  
Knowledge Network

Réseau canadien  
de documentation  
pour la recherche

## Director, Finance and Administration

Reporting to the Executive Director and as member of the senior management team, the Director of Finance and Administration is responsible for providing expertise and leadership across the organization in the development and implementation of financial and administrative strategies and solutions in alignment with, and in support of the organization's strategic direction. The Director of Finance and Administration is an innovative thinker who is solution-oriented, embraces change, has experience overseeing the financial and administrative functions of a not-for-profit organization, and is comfortable in a hybrid work environment.

In addition to providing financial oversight of CRKN's two core services: the content licensing program in which CRKN licenses over \$140M of content on behalf of its members, and the heritage program which includes stewardship of the Canadiana collections, as well as the digitization, hosting, and preservation services and infrastructure, the Director will bring financial and operational expertise as new collaborations and initiatives are explored at CRKN. The Director of Finance and Administration leads from a service mindset and effectively identifies risks and mitigation strategies, including acting as a leader of change.

### Duties and Responsibilities

#### Financial Services

- Direct and oversee the finance team in the delivery of financial services to support the licensing function of the organization, including cost sharing, foreign exchange services and data analysis
- Direct and oversee the finance team in the delivery of financial services to support the heritage program, including costing, project budgeting, time tracking, equipment purchasing/leasing and invoicing
- Contribute to the strategic plan of the organization by leading innovative multi-year budget development and projections and direct the preparation of annual and long-term financial plans that reflect CRKN's annual operational plans and long-term strategic directions
- Establish and direct CRKN's financial and accounting policies, systems, procedures and standards that ensure effective internal controls, the safeguarding of its assets and the integrity of its financial affairs.
- Oversee all treasury, accounting, investing, budgeting, and audit activities of the organization.
- Direct other finance staff with respect to CRKN's financial and banking systems and processes, including appropriate and accurate forecasting of cash flows and funding.
- Lead the undertaking of audits and evaluations initiated by CRKN, and act as the lead liaison with third parties in all externally initiated audits and evaluations.
- Prepare financial updates for staff and CRKN members, as required, as well as preparing and publishing the annual Financial Statements for the CRKN annual report.
- Act as staff lead for the Finance & Audit Committee and provide regular financial and administrative updates to the Board of Directors and Executive Committee.
- Address emerging financial and operational trends and needs by supporting additional value-added services and programs for members

#### Corporate Services

- Ensure compliance with administrative by-laws, the timely filing, reporting on and archiving of mandatory government information and tax returns
- Direct, manage, and provide leadership in activities related to corporate business solutions
- Direct and manage the policies and procedures related to the procurement of goods and services, legal services, and facilities and equipment management
- Provide oversight of information security, management and recordkeeping and, together with the Manager, Canadiana Platform, cybersecurity for the organization
- Lead the development and maintenance of CRKN's policy framework

- Develop the strategy, implement and maintain the risk management framework to support and protect CRKN activities and assets
- Contribute to grant development and seeking external sources of funding, including scoping project and program budgets and highlighting financial sustainability
- Develop and lead the infrastructure and capital investment framework and strategy that supports CRKN's digital heritage program and services
- Develop, maintain and support effective business relationships with vendors and external customers

#### **Human Resources Governance**

- Direct the Administration Team in the implementation and maintenance of required human resource strategies, policies, standards, procedures and corporate services that facilitate the recruitment, retention, payroll and performance management of staff
- Oversee compliance with occupational health and safety regulations
- Act as a standing member of the CRKN Health and Safety Committee

In a small team environment each individual is expected to work towards overall CRKN goals and at times a team effort is required that may involve taking on tasks outside the normal or expected scope of their role. Other duties may be assigned as required.

#### **Qualifications**

The ideal candidate will have extensive financial and corporate experience, exceptional communications and organization skills, and familiarity with not-for-profit corporations. Familiarity with financial oversight and services of Canadian universities is an asset. Other relevant and desirable education, skills and experience include:

- Post-secondary finance or business degree and accredited financial certification (CPA) or a post-graduate business degree
- 7 - 10 years of progressively responsible management or leadership experience in a financial role
- Demonstrated success in managing the finances of an organization that oversees multi-million-dollar purchases on behalf of members, and establishing, controlling and reporting on the financial health using generally accepted accounting principles and customary and legislated financial practices
- Strong familiarity with reporting and legislative requirements of not-for-profit organizations
- Familiarity with the management of Information Security and Cybersecurity for a small to medium sized organization
- Demonstrated strength in managing teams with a coaching/mentoring focus in small to medium sized organizations
- Experience in providing reports and presenting to stakeholders, including Board of Directors, funders and partners
- Confident, clear and articulate communication skills with exceptional writing and presentation skills
- Ability to influence change and build consensus across a non-hierarchical environment
- Demonstrated ability to adapt to changing environments and multiple deadlines, and to work well under pressure with discretion, tact and good judgement
- High level of initiative. Demonstrated ability to recognize and anticipate what needs to be done
- Interest in the higher education and Galleries, Libraries, Archives and Museum (GLAM) sector, and an understanding of the trends, issues and challenges facing academic libraries in the provision of digital content
- Bilingualism: proficient in English and French, written and spoken is highly desirable

#### **Term**

This is a full-time, permanent position.

#### **Location**

CRKN's offices are located in Ottawa, Ontario. Remote work may be considered for this role.

## To Apply

Please send a letter of application and resume via email to:

Canadian Research Knowledge Network  
Attn: Clare Appavoo, Executive Director  
Email: [hr@crkn-rcdr.ca](mailto:hr@crkn-rcdr.ca)

**Please reference** Director, Finance and Administration in the email subject

**Closing date: August 25, 2021**

We thank all applicants for their interest in CRKN, however only those candidates selected for an interview will be contacted.

*CRKN is an equal opportunity employer, with policies and practices intended to build an inclusive and accessible work environment. If you require accommodation during the recruitment process, please include in your cover letter when applying for the position and all efforts to provide the appropriate accommodation will be put into place.*