



Special Forces Pension Plan

Executive Director, Finance and Risk

Are you ready to embark on the ultimate financial adventure? Are you one of those rare breeds who has tapped into both sides of your brain and can be both logical and analytical? Are you a risk-taker who thrives on calculating the odds? If so, we've got the job of your dreams!

Who We Are?

We are a dynamic and innovative Corporation about pushing boundaries and shaking up the status quo. Our team is composed of creative thinkers, problem solvers, and go-getters who aren't afraid to leap into the unknown. As the Executive Director, Finance and Risk, you'll be at the helm of our financial ship, guiding us through the turbulent waters of opportunity.

What Drives You!

- You have a deep passion and interest in finance and risk management. You genuinely enjoy working with financial data, analyzing trends, and making strategic financial decisions.
- You are a motivated leader who can inspire and guide others to achieve financial goals.
- You've got an eye for risk. You can identify and mitigate risks and are driven to develop strategies that protect against vulnerabilities.
- There is a passion within you for solving financial problems and making data-driven decisions.
- You are a strategic thinker. When making recommendations, you consider the big picture and take initiative to achieve long-term objectives.
- You are a people person. You are as good with people as you are with numbers; you can engage at all levels of an organization. Your communication and interpersonal skills make it easy for you to connect with and support others.
- There is an unwavering commitment to ethical conduct and financial integrity that motivates you. Ensuring an organization's financial practices are ethical and transparent helps you sleep at night.
- You thrive under pressure. Being able to handle stress and pressure is in your blood. You enjoy meeting deadlines and knowing that achieving financial objectives is worth the effort.
- You have the motivation to develop and execute a long-term financial strategy that aligns with the organization's strategic objectives.
- You're eager to use your financial and risk management knowledge and expertise, strong analytical mind, and problem-solving skills to contribute to the organization.

What You'll Do!

- **Be the financial wizard!** You'll oversee all things finance, from budgeting and forecasting to financial reporting and analysis. Your spreadsheets will be legendary.
- **Take calculated risks!** We're not talking about roulette here but rather strategic risk management. You'll develop risk management strategies, including risk assessment plans, that align with our risk appetite and tolerance for a brighter future. Working with management colleagues, you will identify and develop risk mitigation and response strategies and ensure proper and appropriate insurance is in place to protect the Plan.
- **Engage in People!** You will develop and manage human resource policies, support staff recruitment, and maintain a robust, accurate employee records system. You'll be the key to ensuring timely



SFPP Corporation

processing, payment, and reporting of corporate payroll and source deductions and other HR Payroll functions, along with benefits and pension management.

- **Collaborate and innovate!** You will work alongside like-minded professionals to achieve the organization's strategic objectives and play a leadership role in the enterprise risk management framework.
- **Educate the Masses!** Being the key financier of the organization, you will enhance the knowledge of not only the Corporation but our Board, too. By being readily available to answer questions and provide easy-to-understand financial concepts, you will provide education opportunities on a variety of financial issues.

Who We're Looking For!

- You have a post-graduate degree in Business (MBA) and/or a bachelor's degree in accounting, finance, or economics with a CPA designation.
- You have a minimum of 10 years of progressively responsible experience in financial and/or risk management and 5 years of experience in a pension plan environment.
- Someone with solid communication skills, written and verbal, who can communicate financial jargon in plain English.
- A financial guru with a proven track record of success in finance and risk management.
- Someone with a knack for turning complex data into actionable insights.
- Experience where meticulous organization, prioritization, and planning have been vital to your success.
- A flexible leader who can take on the unknown and develop workable business solutions.

What We Offer!

- Competitive salary: We believe your skills deserve the best compensation.
- Benefits galore: Health, dental, and vision coverage that will make your friends jealous. Did we mention a defined benefit pension plan – yeah, we've got that too!
- Unlimited caffeine: Coffee, tea, and snacks to fuel your brilliant mind.
- Fun-loving team: We work hard and play harder. You'll never have a dull moment here.
- Growth opportunities: The sky's the limit! We encourage professional development and support your aspirations.
- Work-Life Balance – ample vacation time and personal days, plus all the statutory holidays and Christmas break!

Ready to Apply?

If you're excited about the opportunity to lead our financial and risk management efforts into the future, we want to hear from you! Dust off that resume, craft a compelling cover letter and send them both our way. *(Please review the attached Job Description for further information on this position.)*

Apply now at recruitment@sfpp.ca, and let's embark on this exhilarating financial journey together!

We thank everyone who applies; however, only those selected for an interview will be contacted.



JOB DESCRIPTION

TITLE: EXECUTIVE DIRECTOR, FINANCE AND RISK
BUSINESS UNIT / ORGANIZATION: SFPP CORPORATION
REPORTS TO: CHIEF EXECUTIVE OFFICER
EFFECTIVE DATE: AUGUST 1, 2022

PURPOSE:

The Executive Director, Finance and Risk leads (1) the development and implementation of financial reporting and controls of the Special Forces Pension Plan (SFPP) and SFPP Corporation (Corporation) and (2) the ongoing development of SFPP's enterprise risk management framework.

Primary areas of responsibility include building out and providing management of the finance and accounting functions; developing and carrying out the processes for financial forecasting and budgeting; providing all financial reporting and coordinating the audit of SFPP and the Corporation; implementing internal controls and compliance frameworks, and leading SFPP's enterprise-wide risk management processes.

REPORTS TO: Chief Executive Officer

MAJOR RESPONSIBILITIES AND ACTIVITIES

1. Financial Reporting, Controls and Audit Coordination

- Responsible for the timely processing, payment, and reporting of corporate payroll and source deductions and other HR Payroll type functions such as absence reporting performance management, including oversight of external payroll service provider.
- Responsible for maintaining corporate accounts for all matters, i.e. bank accounts, business, and payroll accounts, WCB, Blue Cross, and other benefit and disability benefit plans for staff. Responsible for all filing, reporting, and remitting for these entities and renewal or renegotiation of contracts with benefit providers.
- Responsible for employer reporting of annual employment and payroll for pension benefits.
- Prepare contracts and maintain documentation, including contract pre-approvals, signed contracts, amendments, and other related documentation.
- Ensure billings for services are accurate and reflect agreed terms.
- Participate in reviews of cost allocation methodologies with the external investment manager and external benefits administration services provider, as required.
- Assist with audit engagement activities and oversee Auditor access to information from external service providers, as required throughout the audit.
- Design and implement internal controls over financial reporting, including expenditure and approval limits, authorization processes, and financial record retention policies.
- Review and update corporate accounting policies and communicate changes.

MAJOR RESPONSIBILITIES AND ACTIVITIES

- Design and implement a process for analyzing and monitoring costs of the external investment manager and external benefits administration services provider.
- Develop a framework for all contracting, including negotiating contracts, conducting value-for-money assessments, selecting vendors and/or presenting options to the CEO or the Board(s), ensuring vendor performance, and approving payments.

2. Corporate Operations, Financial Planning and Budgeting

- Provide financial leadership and strategic direction in business and operational strategies for the Corporation and SFPP.
- Establish budgeting and forecasting processes; lead the development of an annual budget and monitor progress.
- Liaise with external advisors as necessary regarding financial planning and management matters.
- Create, oversee, and manage Corporation budgeting processes.
- Oversee the implementation of budgets, monitor progress against operational metrics, and present such results both internally and externally, as required.
- Identify key business drivers and determine how to optimize and improve financial performance.
- Liaise with external advisors as necessary regarding financial planning and management matters.
- Oversee and direct the work of any external organization to which financial reporting functions are outsourced.
- Responsible for full cycle accounting, including processing expenses and payments, maintaining general ledger, and bank account reconciliations.
- Ensure that a complete and accurate record of the Corporation's financial transactions is maintained.
- Prepare monthly/quarterly and ad hoc financial reporting.
- Perform analysis of corporate financial information and provide variance/results reporting.
- Prepare year-end reporting, including financial statements and note disclosures for the Corporation.
- Present and explain financial reporting to the Board (and SFPP Sponsor Board as appropriate).
- Ensure all key financial reports are prepared and presented to the Board (and SFPP Sponsor Boards) as required.
- Prepare quarterly and annual board and executive compensation and expense disclosures.
- Ensure taxes, filings, and disclosures are completed for the Corporation, including GST remittances and annual corporate filings.

3. Risk Management

- Integrate risk management concepts into strategic planning for the Plan and Corporation.
- Advise the Boards on the development and articulation of risk appetite and risk tolerances for the Plan.
- Maintain the SFPP Enterprise-Wide Risk Management framework.
- Assess and quantify risks to the Plan.

MAJOR RESPONSIBILITIES AND ACTIVITIES

- Work with management colleagues to identify and develop risk mitigation and risk response strategies and monitor the progress of such strategies.
- Develop and support the CEO and Chief Strategy Officer in the communication of risk measurements and assessments to the Boards, SFPP members, and stakeholders.
- Ensure the Corporation and the Plan have appropriate insurance in place to protect against potential claims. This includes physical premise insurance, Directors' and Officers' insurance, and coverage through the GoA provided by their Risk Management department (RMI coverage).

4. Executive Management

- As a member of the Executive Management Team (EMT), jointly responsible for advising the EMT on any items related to the strategic management of SFPP and the Corporation, including strategic planning, and for effective and efficient management of services provided by SFPP.
- Advise the CEO on long-term business and financial planning.
- Provide strategic recommendations to the CEO and Executive Management Team.
- Together with other members of executive management, play a leadership role in preparing an annual environmental scan of issues and risks potentially impacting the Plan and develop the finance component of the environmental scan.
- Undertake special studies as requested by the CEO or the Board.
- Enhance the Board's knowledge in financial management, providing the Board with plain-language, introductory-level, and refresher educational sessions on various financial concepts.
- Be readily accessible to Board members to answer questions on various finance issues.
- Implement specific policy directives and projects as required.

5. Corporate Financial Operations Strategic Planning

- As a member of the Executive Management Team (EMT), be jointly responsible for strategy management for SFPP and the Corporation, including strategic planning, and for effective and efficient management of services performed by SFPP Corporation.
- Advise the CEO on long-term business and financial planning.
- Proactively identify issues requiring independent advice, such as legal counsel on tax or contracting matters, etc.

6. Human Resources Administration

- Develop and manage human resources policies, processes, and reporting in accordance with applicable legislation.
- Ensure job descriptions are up to date and reflective of the current role in conjunction with area management.
- Staff recruitment, including developing job postings, interviewing, and hiring.
- Ensure all employee records are up to date and that payroll is accurate and timely.
- Ensure control reliance on web-based payroll providers.
- Issue T4s, Records of Employment, and statutory payroll filings.
- Employer representative for SFPP Corporation for all pension and payroll matters.

SCOPE/COMPLEXITY:

Responsibilities are broad and diverse in nature, characterized by complex and competing demands, priorities, and matters which are of importance to SFPP's strategic plans, goals, and objectives, particularly enterprise-wide risk management matters, which are of utmost importance to SFPP's long-term viability.

This position regularly handles confidential and sensitive information. It is critical that the Executive Director, Finance and Risk, exhibits a high degree of professionalism, tact, and integrity.

KEY RELATIONSHIPS: Indicate the nature of internal/external contact and communication. What is the nature or purpose for the contact/communication and the frequency? (1 = Daily, 2 = Weekly, 3 = Monthly, 4 = Quarterly, 5 = Annually, 6 = Infrequently/Never)

- CEO (1)
- Other Corporation staff (1/2)
- External service providers (2)
- SFPP Corporation Board of Directors (3)
- SFPP Sponsor Board (4/5)

External service provider relationships include the external auditor, the Plan Actuary, and other consultants, the investment manager (AIMCo), and benefits administration service provider (APS).

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

- Advanced knowledge of principles and practices of financial disciplines, particularly corporate finance and accounting.
- Advanced knowledge of Canadian Accounting Standards for pension plans and International Financial Reporting Standards.
- Working knowledge of the *Income Tax Act*.
- Working knowledge of the *Joint Governance of Public Sector Pension Plans Act* and the *Employment Pension Plans Act* and regulations
- Broad understanding of board governance and jointly sponsored pension governance structures.
- Broad understanding of Defined Benefit pension plans.
- Risk management best practices.

Skills

- Proven managerial and leadership skills.
- Excellent oral and written communication skills.
- Ability to deliver professional presentations and to explain complex issues and concepts in plain language to a diverse group of individuals with varying levels of knowledge.
- Executive-level critical thinking, analysis, and planning.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to think strategically about opportunities and challenges and engage in short, medium, and long-range planning.
- Aptitude to stay current by upgrading knowledge and skills and researching best practices in pension finance, risk management, and corporate governance.
- Ability to proactively identify and mitigate risks and issues.
- Ability to work independently but within a team environment.
- Meticulous attention to detail.

QUALIFICATIONS: List education or experience required for the job. Indicate type of Degree or Diploma required.

- A bachelor's degree in accounting, finance, or economics and a minimum of 10 years of progressively responsible experience in financial management and/or risk management is required
- A minimum of 5 years of experience in a pension plan environment is required
- CPA designation is required
- A post-graduate degree in business (MBA) is desirable

INDEPENDENCE OF ACTION/AUTHORITIES:

- Must provide advice based on independent review and assessment
- Must communicate underlying rationales and ensure that critical or subtle implications are fully understood by others
- Requires a high level of astuteness and flexibility to be able to present issues which may be political, controversial, or critical in nature
- Decisions can have long-term implications

LEADERSHIP, MANAGEMENT, SUPERVISORY, ADVISORY AND TEAM RESPONSIBILITY:

The Executive Director, Finance and Risk is a key member of the corporate leadership team. The ability to work with people, be persuasive, and communicate complex ideas and issues is critical to the success of this position.