



Position:	Director of Administration & Finance
Reports To:	Bishop
Created:	October 31, 2021
Revisions:	April 30, 2022

Position Overview

The Director of Administration and Finance is a member of the Roman Catholic Diocese of Saskatoon (the Diocese) leadership team and reports directly to the Bishop. The position is responsible for providing overall strategic leadership to administrative & financial service areas including Financial Services, Human Resources, Communications, Safeguarding, Information Technology, Building Services and Maintenance, and Migration Services.

The position is also a member of the Management Council at the Catholic Pastoral Center (CPC).

Reporting Relationships

Reporting to the Bishop, the Director of Administration and Finance provides leadership, management and mentorship of the direct reports of: Finance Manager, Human Resources Manager, Communications Coordinator, Safeguarding Coordinator, Migration Office Coordinator and Information Technology Consultant.

The position has close working relationships with the Executive Assistant to the Bishop/Office Manager and the Building Manager of the Cathedral of the Holy Family Parish.

Position Summary by Areas of Responsibility

1. Diocesan Senior Leadership

- Contributes to the strategic and operational management and planning of the Diocese (policy development, strategic and operational planning, internal & external relations and fundraising).
- Ensures the Bishop is knowledgeable of all internal and external issues that may have a direct impact on the diocese's ability to fulfil its purpose and goals.
- Contributes to the creation of a culture at the CPC that is characterized by mission focus, teamwork, service, transparency and employee engagement.
- Serves as privacy officer for the Diocese to ensure that activities undertaken by the Diocese are consistent with access and privacy legislation and provides oversight of all privacy related issues. Privacy issues relating to the Code of Canon Law matters fall within the responsibility of the Chancellor.

2. Administration & Financial Services Leadership – General

With the support and in collaboration with direct reports, the incumbent is:

Responsible for finance, human resources, communications, safeguarding, information technology, facilities management, and refugee services, including any committees and projects in these areas.

- a. Provides strategic leadership and vision in the design, management and improvement of the administrative and financial services areas.
- b. Ensures that appropriate and satisfactory systems are in place for monitoring the Diocese's key performance objectives, budgets and plans.
- c. Provides leadership, mentorship, and support to the persons who are direct reports.
- d. Conducts regular learning development plans and performance reviews of the persons who are direct reports.

3. Financial Services – Specific

Provides leadership in effective management and stewardship of financial and accounting functions for the Diocese to ensure its long-term sustainability.

- a. Oversees the financial planning, cash management and forecasting of the Diocese.
- b. Ensures that the diocesan financial reports are timely and accurate and meet internal and external reporting requirements.
- c. Ensures that financial performance analyses (variance analysis to plan) are completed and communicated to senior leadership and to the diocesan finance council
- d. Provides other finance - related management reports as required by the Bishop's Delegates, Management Team and/or key stakeholders.
- e. Manages banking relationships, commitments and covenants, and directs treasury and investment functions.
- f. Leads the operational and capital budgeting process
- g. Develops, implements and monitors internal financing and accounting controls and processes.
- h. Coordinates, in conjunction with the finance manager, all audit activities and proper filings to ensure legal and regulatory compliance regarding all financial functions.
- i. With the diocesan finance council to develop short end, median fashion, and long-term financial plans and projections.
- j. Ensures the Diocese is up-to-date on all nonprofit audit best practices and provincial and federal law regarding nonprofit operations.

4. Human Resources Services

Oversees, working with the Human Resources Manager, the Diocese's human resources services including: establishment, interpretation, implementation and administration of diocesan personnel policies, and practices in the areas of compensation, benefits, performance management, talent acquisition and development, employee relations and Occupational Health and Safety.

- a. Oversees the development of, with input from the leadership team and diocesan personnel, personnel policies and procedures, communicates with staff and implements according to policy.
- b. Ensures that employee records relating to employment, including employment office and contracts, job descriptions and payroll and benefits administrator records are maintained.
- c. Ensures there is a leading practice performance management system in place and monitoring consistent in implementation.

5. Communications

Ensures, working with the Communications Coordinator, an effective communication services for the diocese.

- a. Provides guidance and feedback to the Communications Coordinator in the development and implementation of a communications strategy that supports the Diocese's purpose and objectives.

6. Safeguarding

Ensures, working with the Safeguarding Coordinator, an effective safeguarding function throughout the Diocese.

- a. Provides guidance and feedback to the Safeguarding Coordinator in the development, implementation and maintenance of a safeguarding program that supports the Clergy, staff & volunteers in ensuring the Church and parishes are safe places for everyone.

7. Migration Office

Ensures, working with the Coordinator of the Migration Office, an effective migration services office.

- a. Provides guidance and feedback to the Migration Office Coordinator in the development, implementation and maintenance and evaluation of a migrant services program that supports the Church's mission to co-sponsor individuals and families and deliver settlement and/or resettlement for a defined period of time
- b. Ensures oversight of financial resources and targeted funds required to support the Diocese's migration program and co-sponsorship of individuals and families.

8. Building Services

Ensures, working in collaboration with the Cathedral of the Holy Family Parish Building Manager, that the facilities management concerns of the Catholic Pastoral Centre are met.

- a. Oversees the effective stewardship and management of the CPC's offices, equipment and supplies, including ensuring the appropriate OH&S needs are met for employees.

9. Information Technology Services

Responsible for ensuring the technology vision, leadership and service to the diocese is provided to support the Diocese's purpose and goals.

- a. Ensures maximum long -term value from information technology through effective planning, people development, resource planning, vendor and partner management.
- b. Ensures the information systems used by the diocese are managed and maintained in a manner that maximizes availability and security.

10. Contract Management & Administrative Activities

- a. Ensures the diocese has the appropriate contracts/agreements in place for the procurement of goods and services.
- b. Develops and/or secures and reviews contracts and agreements for goods and services required.
- c. Reviews draft and final requests for proposals/quotations and solicitations to identify provisions and clauses that have performance or financial risks and ensures that they are appropriately vetted, risk managed and planned for.

11. Other

- a. As assigned by the Bishop, provides leadership and management to Diocesan projects.

Working Conditions

The incumbent generally works in an office environment at a desk, using a computer.

The incumbent generally works regular office hours; however, it is a fast -paced working environment with the need for flexibility to work evenings, and weekends.

Travel throughout the Diocese is required as well as occasional travel outside the Diocese. Personal automobile for local travel is required.

The incumbent will need to prioritize dealing with complex budgets and managing projects, meeting deadlines and the potential of shifting priorities.

Job Qualifications:

Education: Bachelor's Degree in Commerce or a business - related field: advanced degree in Business Administration would be an asset.

The following training and certifications would also be an asset:

- Chartered Professional Accountants designation (CPA)
- Chartered Professional in Human Resources (CPHR) designation
- Ministry Leadership or Pastoral Theological degree or designation

Experience:

- (7-10 years) in financial management, human resource management and change management.
- Prior experience in leading and coaching a diverse group of employees is required.
- Experience in IT and property/contract management is an asset.

The Director of Administration and Finance is in a leadership role and is a visible representative of the diocesan Church and the Bishop of Saskatoon; therefore, it is required that the incumbent be a practicing Catholic, registered in a Catholic parish, and is personally committed to the identity and mission of the Roman Catholic Diocese.

Key Skills and Behavioral Competencies

Faith: Supports and is personally committed to the identity and mission of the Roman Catholic Diocese and has an understanding of and demonstrated commitment to, the mission of the Catholic Church.

Communication: Clearly expresses and conveys information to a variety of audiences to ensure the message is delivered and understood, using active listening techniques in order to effectively understand, and adapting the communication to respond to the audience and situational requirements.

Personal Leadership: Takes personal ownership, responsibility and pride for the quality and timeliness of work and achieves results. Displays commitment and dedication to the organization, stakeholders and colleagues and follows through on commitments. Models healthy work life balance.

Interpersonal Relationships: Builds successful relationships and fosters camaraderie underpinned by trust, honesty, understanding, teamwork and mutual support. Capacity to mutually work with others through conflict or difference of opinions. Exhibits emotional and social intelligence.

Planning and Organizing: Accurately estimates duration and level of difficulty of tasks and projects, setting out goals and objectives and work plans, responding effectively in managing multiple priorities and responsibilities of the position in a timely way. Asks for help when needed.

Analytical Thinking/Problem Solving: Applies logical reasoning when addressing problems or situations and considers key issues, evaluates possible approaches or solutions and determines/recommends the best option to apply to the situation.

Adaptability/Flexibility: Adapts and responds to changing conditions, priorities, technologies and requirements. A willingness to alter opinions when necessary and apply versatility in the face of change.

Learning: Promotes a continuous improvement and learning environment.