

## Finance and Administration Director

Would you like to be a part of a team of 70 employees? Use your leadership skills in a culture of caring leadership to mobilize a team towards common goals? You like finance and human resources? Are having fun at work and teamwork essential for you? Would you like to learn about the military community? Look no more, the Valcartier Family Centre is looking for **you** for the position of Finance and Administration Director. Working at the Valcartier Family Centre, you will have access to a range of benefits and a work experience adapted to the needs of today's employees.

The Valcartier Family Centre, founded in 1991, is a specialized non-profit organization dedicated to improving the quality of life of military families in the l'Est-du-Québec region. At Centre, one can find expertise, programs and activities linked to the reality of military life.

### Summary of the position

Under the supervision of the Executive Director, the Finance and Administration Director will support the administration team by managing the finances, administration and human resources of the Valcartier Family Centre. They will develop and monitor the budget and the financial forecast, develop a funding plan as per the strategic choices of the VFC. They must monitor and analyze financial performance indicators, develop a funding plan and supervise fundraising activities. They must also offer support to the organization's human resources by having a strategic HR vision to modernize HR practices, to ensure organizational HR development, and consolidate the organization's caring culture. As a member of the organization's management team, the Finance and Administration Director will participate in strategic planning, budget planning, human resources, and problem-solving activities. The Director handles accountability and reporting to the board of directors, participates in the management committee, approves communications, develops and maintains synergy with the other directors to achieve the mission and vision of the VFC.

### Profile of candidate

- Good communication and teamwork skills
- Great interpersonal skills
- Excellent ability to work as a team
- Positive and mobilizing leadership style
- Good analytical skills and excellent problem-solving skills
- Good ability to synthesize, plan, and organize
- Good knowledge of human resources management practices
- Negotiation skills

### Requirements

- Undergraduate degree in accounting or finance
- Minimum of five (5) years of relevant experience in a management/high responsibility role
- Minimum of three (3) years of relevant experience in a human resources management role
- Must hold the title of CPA
- Bilingualism

### Pay and working conditions

Compensation and working conditions are competitive with the job market and comply with the rules and policies of the organization.

Send your résumé and cover letter to the VFC Human Resources Department at [RH.CRFMV@outlook.com](mailto:RH.CRFMV@outlook.com) no later than June 2nd 2019.