



#103 – 433 4th Street N.E., WEYBURN, SK S4H 0Y8

Telephone: 306-842-7025 Email: hr@holyfamilyncssd.ca

Chief Financial Officer (CFO) - Holy Family Roman Catholic Separate School Division (Holy Family RCSSD)

Holy Family RCSSD is looking to recruit a Permanent Full Time Chief Financial Officer (CFO), to commence May 12, 2025 (or earlier if mutually agreeable).

Who we are:

With its Central Office located in Weyburn, SK, Holy Family RCSSD covers 6100 square km in south east Saskatchewan on Treaty 4 and 2 Territory and the Homeland of the Métis serving four communities (Estevan, Radville, Weyburn and Wilcox) in five schools. The system provides a relevant, global and high-quality Catholic education to 1400 diverse students from PreK to Grade 9 as well as delivering the Early Childhood Intervention Program. Holy Family RCSSD is proud to offer French Immersion in Sacred Heart School/École Sacré Coeur in Estevan. The division has several key partnerships including community parishes, Weyburn and Estevan Early Years Family Resource Centers, Settlement Worker in Schools program, and South East Regional Mobilization Committee (HUB).

The Position:

The greatest responsibility of the Chief Financial Officer is to leverage resources to meet strategic and operational goals. They serve as a catalyst, executing strategic and financial objectives; a strategist, providing financial leadership in determining strategic business direction; a steward, protecting and preserving the critical assets of the organization and accurately reporting on the financial position and operations to internal and external stakeholders; and an operator, balancing cost, risk and service levels when meeting the organization's responsibilities.

Key responsibilities include, but are not limited to:

1. Leading System Growth and Change

Accountabilities:

- Oversee the development and implementation of the financial strategy of the organization. This includes long term financial planning, forecasting, risk management and investment strategies.
- Advance priorities included in the financial area of a balanced scorecard approach to strategic planning.

2. Developing and Supporting Leaders

Accountabilities:

- Provide high-level oversight of functions performed by staff in the management of financial and capital assets.
- Work with budget holders (at Central Office and in schools) to understand the risks, rewards, and processes in leveraging financial and capital assets to achieve operational and strategic goals.
- Provide professional development and training as required.

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3. Ensuring Core System Functions are Performing Effectively

Accountabilities:

- Oversee and lead the full financial function including budgeting, forecasting and auditing.
- Ensure that financial systems, policies and procedures meet the short and long term needs of the organization.
- Oversee and lead the preparation and communication of timely and accurate financial statements and other materials as required, to key stakeholders across the organization.
- Present key financial information to the Senior Leadership Team, Board and any other key stakeholders.
- Ensure legal and regulatory compliance regarding all financial functions.

The Right Person:

- can work with others and bring them along, communicate clearly to diverse audiences, coach to grow others and offer sound advice are important;
- must be humble enough to know when they are wrong and courageous enough to do the right thing, even when it is unpopular;
- is a change agent with a vision for moving the division forward, while being attentive to the unique contexts within the various communities that make up the community of Holy Family RCSSD;
- utilizes a broad vision, infused with creativity, a future-focused approach, and calculated risk-taking when developing and implementing both short and long term plans;
- must be able to have difficult and productive discussions with people as well as provide positive and constructive feedback;
- has a current and valid driver's licence and a recent criminal record and vulnerable sector check; and
- commits to Catholic Education and has the ability to model Catholic gospel values and principles.

Education and Experience:

- This competition will be of interest to those with a professional accounting designation - CPA or working to attain said designation.
- Effective communication skills and a proficiency in financial/business reporting and communication platforms.
- Management experience in finance and business operations.
- Experience with Public Sector Accounting Standards (PSAS) is an asset
- Five years experience within a school system and supporting board governance as well as experience in the areas of operations, transportation, IT and Human Resources are definite assets.

How to Apply:

If you are a dynamic leader with a passion for driving organizational excellence, we invite you to submit an online application electronically to hr@holyfamilyrcssd.ca

Applications will be accepted until 12:00 noon on February 18, 2025

Holy Family RCSSD offers a highly competitive wage, benefits and retirement plan. For more information, please contact Director of Education, Ken Sampson at ken.sampson@holyfamilyrcssd.ca or by calling 306-842-7025.

Holy Family RCSSD is proudly located on the shared territory of Treaty 4 and Treaty 2. We are committed to a diverse and inclusive workplace that empowers all employees to reach their full potential and encourages applications from those who will contribute to the holistic development and advancement of the Holy Family RCSSD.

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