

Director of Finance

 MITCHELL & ABBOTT
INSURANCE BROKERS

 NAVACORD®

HAMILTON, ON | Reporting to: Chief Operating Officer

POSITION OVERVIEW

The Director of Finance is responsible for the management of the accounting, finance, and payroll department and will provide key support to the business for monthly, quarterly, and annual reporting. This includes the annual budget, forecasting future financial trends, performing variance analysis, and working with the Navacord team on financial projections and key initiatives. The individual will be a trusted advisor and influencer within the leadership team and will spend significant time establishing the financial performance strategy. The individual will be part of the Executive Team and participate in the strategic direction of the business.

RESPONSIBILITIES:

Strategy

- Fully engage and become an integral part of the leadership team to create and support the Company's strategic direction. Advise on the role finance can proactively play in planning for success – being more competitive and remaining at the forefront of the industry
- Translate the corporate strategy and executive mandate into formalized financial systems and processes to achieve strategic priorities and outcomes
- Partner with leaders from other departments and identify revenue and cost drivers
- Lead the organization's budget development and oversight processes

Leadership

- Oversee the finance department including all transactions related to receivables, payables, trust accounts, Senior Advisor expenses, compensation schedule, payroll and financial reporting
- Provide support, guidance, coaching and direction to the various levels throughout the finance department
- Be present and engaged; be a role model of professional conduct pursuing excellence in execution, seeking opportunities for continuous improvement and producing creative and/or unique solutions
- Demonstrate an ability to anticipate outcomes and to adjust approaches and internal services accordingly
- Successfully execute action strategies resulting from employee engagement feedback and patterns specific to the finance department

REQUIREMENTS:

- Bachelor's degree in Accounting, Finance or related field
- Chartered Professional Accountant (CPA) strongly preferred
- A minimum of 10 years of experience working in a complex fast-paced environment
- Insurance Industry and Applied Epic knowledge considered an asset
- Proficient in using accounting information systems
- Experience in supervising and mentoring others. Strong interpersonal skills are essential
- Exemplary work ethic and organizational skills
- Advanced skills in Microsoft Excel, Word and Outlook

COMPETENCIES & ATTRIBUTES:

- Strategic, forward thinker who can forecast potential service and operation vulnerability in the business and drive mitigating actions
- Collaborative and team focused leader with the ability to coach and mentor staff and build an empowered and accountable team
- Leadership skills that will incite enthusiasm, provide vision, motivate, create positive morale and role model standards of professionalism
- Demonstrated initiative and motivation to continuous improvement of self and company processes
- Strong personal belief in high standards of service; and an effective, accountable leader; a contributing member of the team and a champion for the organization.

Qualified candidates are invited to email their resume and cover letter to: careers@navacord.com

We are committed to providing accommodation upon request for applicants and employees with disabilities. If you require accommodation, we will work with you to meet your needs.

RESPONSIBILITIES CONTINUED:

Finance

- Responsible for full accounting cycle, credit, finance and asset management
- Responsible for the adherence to generally accepted accounting principles, internal finance controls, and government regulations while communicating and updating the impact of the required changes in those regulations
- The preparation and/or review of reporting packages; monthly, quarterly, and annual financial reports with respect to production, growth, profits, trends, costs, and compliance with budgets
- Demonstrate innovation by keeping apprised of industry trends and best in class practices applying to the organization as appropriate
- Adopt a continuous improvement mindset to financial practices enhancing and implementing new processes to support expedited decision making at the strategic level
- Develop and track financial standards and metrics
- Project liquidity levels and cash flow for quarterly distribution
- Key liaison for financial audit, tax filing and compliance
- Track and report on business acquisitions
- Finance support of Navacord West partners, including integration of financial systems
- Work closely with the Navacord Director of Finance on a variety of Navacord projects

Communication

- Communicate with all levels of the organization and solicit feedback about existing internal and external services, seeking collaborative input in developing new programs/services
- Analyze, interpret and report trends related to forecasts, budgets & industry standards
- Present financial results to the Executive Leadership Team and at the quarterly business review meetings
- Partner with leaders across the organization to identify revenue and cost drivers

Communication (continues)

- Lead the annual budget process by working with the Executive team and Senior Advisors to build budget assumptions, individual sales budgets, consolidation and approvals
- Share appropriate company information with employees and promote interpersonal communication and successful conflict resolution

We are 'owners serving owners' who are passionate about providing attentive service and help our clients manage the complexities of risk and rapidly changing times. Our expert advisors deliver trusted insurance and risk management advice anchored in a deep understanding of our client's business. Our top experts and trusted advisors are committed to making a difference in the communities they serve.

BUILDING THE GREAT CANADIAN BROKERAGE

Navacord is a leading insurance and risk management brokerage created to keep the Canadian entrepreneurial spirit alive. Led by a passionate and engaged partnership group, Navacord Broker Partners are committed to the success of their clients by delivering expert advice in an increasingly complex world which allows them to face the future with confidence.

- ✓ 4th Largest Commercial Brokerage in Canada
- ✓ 1,000+ Employees
- ✓ 30,000+ Commercial Clients
- ✓ ~\$250mm Revenue
- ✓ 75% B2B (Commercial & Benefits)
- ✓ 25% B2C (Personal Lines)
- ✓ ~\$2 Billion Annual Premium

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