



Job Posting

Position: Finance Director

Reporting to: CFO

Location: Toronto office of Butterfield & Robinson
(work from home protocols currently in place)

Term: Full-Time

Overview

Butterfield & Robinson (www.butterfield.com) designs and runs the world's most immersive, inspiring and unforgettable journeys. Butterfield & Robinson's continued success depends upon fiscal responsibility. The Finance Director is responsible for financial monitoring, reporting and controls. Your role is to oversee the financial integrity of the business and manage the day-to-day functions of the accounting team. Reporting directly to the CFO and serving as a member of the management team, you will oversee the company's financial records and accounting personnel. You will be responsible for maintaining and improving all procedure and controls related to the company's financial accounts.

Objectives and Responsibilities of the Finance Director

- Stewardship of the company assets through internal controls and budget monitoring;
- Financial management and decision-making support through internal reporting;
- Overall responsibility for the financial reporting of B&R Inc, B&R France and their associated accounting functions;
- Participate in the development of and provide support for the company's strategic plans;
- Monitor the financial performance of the company and communicate results to senior management;
- Identify and prioritize timely collections and deposit requirements;
- Prepare departmental budgets and cash flow forecasts; monitor company cash resources; monitor, analyze, and maintain general ledger accounts;
- Prepare month end/year end entries and financial statements;
- Co-ordinate year-end audits with external auditors to ensure all requirements are met;
- Oversee accounts payable and receivable functions;
- Identify cost saving and overhead reduction opportunities;
- Develop, and implement internal control policies and procedures;
- Perform managerial functions inclusive of conducting performance reviews, attendance and vacation monitoring, identify training opportunities;
- Manage accounting systems integration with other IT functions and ensure data integrity;
- Adhere to Ethical Practices and Code of Conduct, as required by professional designation;
- Manage treasury, foreign exchange and cash flow functions;
- Manage day-to-day banking relationships and regulatory compliance functions; and
- Support CFO as required in executing the company's financial plan.

The ideal candidate will have demonstrated the following skills and characteristics:

- Strong computer literacy and proficiency with ERP systems;
- Excellent MS Excel skills;
- Strong financial reporting skills;
- Innovative problem solving and analytical skills;
- Analytical thinker with a focus on problem solving and exercising sound judgment;
- Strong customer service focus;
- Ability to perform well under pressure and meet deadlines;
- Strong organizational and multi-tasking abilities with the ability to prioritize;
- Solid interpersonal, team building, leadership and managerial aptitude; and
- Excellent communicator, both written and verbal.

The ideal candidate will have the following experience and qualifications:

- Experience developing and maintaining annual forecasts and sophisticated cashflow models;
- Strong understanding of foreign exchange accounting;
- Experience working in a multi-currency environment;
- Experience in job costing/standard costing allocation;
- Post-secondary degree in finance, accounting, business administration or a related field of study. As they need to manage the accounting and auditing departments, candidates with an additional certification in Finance and Accounting or designation as a Chartered Professional Accountant (CPA);
- Minimum five years related experience in a senior accounting or financial management role; and
- Minimum three years in a leadership role.

Butterfield & Robinson is an equal opportunity employer committed to creating a diverse and inclusive environment. We consider qualified applicants regardless of race, colour, religion, gender, national origin, sexual orientation, age, citizenship, disability, or gender identity. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To apply, please send a cover letter and resume **by email** to:

Robin Wark - Director, Human Resources

Email: robin.wark@butterfield.com

70 Bond Street, Ste. 300, Toronto, ON M5B 1X3 CANADA www.butterfield.com