November 2026

ALBERT COLLEGE- JOB DESCRIPTION

TITLE:	**Chief Financial Officer**
REPORTS TO:	**Head of School**
MEMBERSHIP:	**Ex-officio member of the Board of Governors and its Finance and Property Committees; member of the Leadership Team; Co-chair of the Health, Wellness and Safety Committee.**

POSITION

The Chief Financial Officer (CFO) provides strategic financial and operational leadership to Albert College, ensuring the school's long-term financial sustainability and the effective management of its resources. Reporting to the Head of School, the CFO is an officer of the Corporation, a member of the Leadership Team, and an ex-officio member of the Board of Governors and its Finance and Property Committees.

The CFO oversees financial planning, budgeting, financial reporting, investments, audits, risk management and compliance, while providing leadership and oversight for human resources, facilities, information technology, food services, and transportation. Working closely with the Head of School, Leadership Team and Board of Governors, the CFO provides sound financial advice, supports strategic planning and ensures that financial and operational decisions advance the College's mission and long-term priorities.

KEY RESPONSIBILITIES

Leadership and Supervision

- Provide effective leadership and oversight of all departments and functions reporting to the CFO, ensuring accountability, operational effectiveness and alignment with the College's strategic priorities.
- Supervise, mentor and evaluate direct reports, establishing clear performance expectations and supporting professional growth and development.
- Collaborate with the Head of School and Leadership Team to advance the College's strategic priorities, ensuring that financial and operational resources support the delivery of academic and co-curricular programs.
- Develop, implement and regularly review policies, procedures and processes within areas of responsibility to promote efficiency, accountability and continuous improvement.
- Foster a collaborative, service-oriented culture that supports effective communication and strong working relationships across all departments of the College.

Strategic Financial Management

- Provide strategic financial leadership to ensure the College's long-term financial sustainability,

responsible stewardship of resources and alignment with institutional priorities.

- Lead the annual operating and capital budget development process in collaboration with the Head of School and Leadership Team, including ongoing monitoring, analysis and reporting of financial performance.
- Develop and maintain multi-year financial plans, forecasts and financial models to support strategic planning, enrolment projections, capital investments and long-term decision-making.
- Oversee all financial operations, including accounting, financial reporting, cash flow management, banking relationships and investments.
- Establish and maintain effective financial controls, policies and procedures to safeguard the College's assets, ensure the integrity of financial records and promote accountability.
- Oversee the annual external audit and preparation of audited financial statements, ensuring compliance with applicable accounting standards and regulatory requirements.
- Oversee the financial management and reporting of endowments, restricted funds, major gifts and capital projects, ensuring compliance with donor agreements and designated funding purposes.
- Prepare and present financial reports, forecasts and recommendations to the Head of School, Finance and Property Committees, and Board of Governors, providing clear analysis to support informed decision-making.
- Identify opportunities to strengthen revenue, manage costs and improve operational efficiency without compromising the quality of the College's educational programs and services.

Legal Affairs, Risk and Compliance

- Oversee the College's compliance with applicable legislation, regulations and reporting requirements, ensuring appropriate policies, procedures and internal controls are in place.
- Oversee the review, negotiation and administration of contracts, agreements and vendor relationships, engaging external legal counsel when appropriate.
- Manage the College's insurance portfolio, including annual reviews, renewals, claims management and assessment of coverage requirements.
- In collaboration with the Head of School and Leadership Team, lead the College's Enterprise Risk Management (ERM) process, including the identification, assessment, mitigation and ongoing monitoring of institutional risks.
- Oversee the development, implementation and regular review of business continuity, emergency preparedness and crisis management plans, working collaboratively with relevant school leaders.
- Oversee institutional risks related to information security, cybersecurity and data privacy, working with the College's technology leadership and external specialists to ensure appropriate safeguards, policies and incident response plans are in place.
- Co-chair the Health, Wellness and Safety Committee, promoting a strong culture of workplace safety and ensuring compliance with applicable occupational health and safety legislation.
- Ensure that required operating licences, permits, regulatory filings and taxation obligations are maintained and fulfilled.
- Maintain effective relationships with legal counsel, insurers, regulatory authorities and other external advisors to support the College's operational and institutional interests.

Human Resources

- Provide leadership and oversight of the College's human resources functions, ensuring effective policies, procedures and practices that support the recruitment, retention and well-being of faculty and staff.
- Oversee the administration of employee compensation, benefits, pension plans and payroll, ensuring accuracy, compliance and financial sustainability.
- Work collaboratively with the Head of School and Leadership Team to develop and maintain competitive and equitable compensation structures that support the College's ability to attract and retain qualified employees.
- Ensure compliance with applicable employment legislation, regulations and workplace policies, including employment standards, human rights and accessibility requirements.
- Oversee the development, implementation and regular review of human resources policies, employment contracts and administrative procedures.
- Provide guidance and support to school leaders on employee relations, performance management and personnel matters, engaging external legal counsel or HR specialists when appropriate.
- Oversee the maintenance of accurate and confidential employee records, ensuring appropriate safeguards for sensitive personnel information.
- Support workforce planning, succession planning and organizational development in alignment with the College's strategic priorities and long-term financial sustainability.

Operations and Facilities Maintenance of Buildings, Property and Grounds

- Provide strategic leadership and oversight of the College's buildings, grounds, infrastructure and facilities operations, ensuring a safe, functional and well-maintained campus that supports the College's educational mission.
- Supervise and support the Facilities and Operations Manager, ensuring effective management of daily operations, preventative maintenance, repairs, groundskeeping and campus services.
- Develop and oversee long-term facilities maintenance and capital renewal plans, including the identification and prioritization of infrastructure needs, deferred maintenance and major equipment replacement.
- In collaboration with the Head of School and relevant stakeholders, support the development and implementation of the College's campus master plan, ensuring alignment with strategic priorities and available financial resources.
- Oversee major capital projects, renovations and construction initiatives, including budgeting, procurement, selection and management of architects, consultants and contractors, project monitoring and financial accountability.
- Ensure appropriate policies, procedures and systems are in place for facilities management, including preventative maintenance schedules, inspections, regulatory compliance and efficient use of resources.
- Oversee campus security infrastructure and physical safety measures in collaboration with the Facilities and Operations Manager and other school leaders.
- Ensure effective management of College-owned and leased properties, including maintenance, contracts, insurance considerations and long-term planning.
- Promote environmentally responsible and sustainable facilities practices, including energy

efficiency, resource conservation and responsible management of the College's physical assets.

Food Services Operations

- Provide oversight of the school's Food Services operations, ensuring the delivery of nutritious, high-quality meals that meet the needs of day and boarding students, faculty and staff.
- Supervise and support the Food Services Manager in overseeing staffing, menu planning, food quality, purchasing, inventory management, service standards and budgetary performance.
- Ensure compliance with applicable food safety and public health regulations, while accommodating food allergies, dietary restrictions and the diverse cultural needs of the school community.
- Promote continuous improvement in the dining experience through regular feedback from students and staff, effective cost management, and attention to food waste and sustainability
- Oversee food service requirements for school events, special functions and other College activities.

Transportation Services

- Provide oversight of the College's transportation services, ensuring safe, reliable and cost-effective transportation for students and school activities.
- Oversee transportation budgets, vehicle acquisition and replacement, maintenance, insurance and external transportation contracts.
- Ensure appropriate policies, procedures and oversight are in place for vehicle safety, driver qualifications, regulatory compliance and transportation-related risk management.

QUALITIES

- Demonstrates the highest standards of integrity, professionalism, ethical conduct and discretion.
- A strategic thinker with sound judgment, strong analytical skills and the ability to anticipate challenges, identify opportunities and make well-informed decisions.
- An effective and collaborative leader who builds strong teams, develops others and fosters a culture of accountability, trust and continuous improvement.
- An excellent communicator who can present complex financial and operational information clearly and effectively to a wide range of audiences, including the Head of School, Board of Governors, faculty and staff.
- Highly organized, detail-oriented and able to manage competing priorities, meet deadlines and maintain effectiveness in a demanding and dynamic environment.
- A proactive problem-solver who demonstrates initiative, adaptability and the ability to navigate change and uncertainty.
- Strong interpersonal skills, with the ability to establish positive working relationships across the school community and with external partners.
- A commitment to the mission and values of independent school education, with an appreciation for balancing financial sustainability with educational excellence and student well-being.

OTHER

The above statements are intended to describe the general nature and level of work associated with this position and are not intended to represent an exhaustive list of responsibilities and duties. As with all positions at Albert College, the Chief Financial Officer is expected to demonstrate flexibility and a willingness to undertake other reasonable, job-related responsibilities as assigned by the Head of School.

HEALTH and SAFETY

Maintain and uphold all Albert College health and safety policies and procedures, including following safe work practices, complying with applicable legislation and regulations, promptly reporting workplace injuries, illnesses, hazards and unsafe conditions, and taking every reasonable precaution to protect personal health and safety and that of others.

As a member of the Leadership Team and Co-chair of the Health, Wellness and Safety Committee, demonstrate leadership in promoting a strong culture of workplace health and safety throughout the College.

WORKING CONDITIONS

- A fast-paced, dynamic and collaborative work environment, with frequent interruptions, competing priorities and multiple deadlines.
- A combination of computer-based and desk work, including extended periods of sitting, keyboard use and screen time.
- Regular interaction with internal and external members of the College community, including faculty, staff, parents, students, Board members and external partners.
- Attendance at evening and weekend events will be required.
- Travel may be required, including occasional out-of-province or international travel for CAIS accreditation activities and professional development.

JOB QUALIFICATIONS

- An undergraduate degree and a Chartered Professional Accountant (CPA) designation.
- A minimum of five years of progressively responsible experience in accounting, audit procedures and financial operations.
- Demonstrated impact in a senior leadership position within a not-for-profit or business organization.
- Extensive knowledge of Generally Accepted Accounting Principles (GAAP), consolidation theory and practice, modern controllership, and financial and accounting principles and practices, with the ability to establish financial frameworks, oversee financial operations, provide specialized financial expertise and leadership, establish accounting standards and ensure compliance.
- Strong analytical, organizational, planning and problem-solving skills, with excellent attention to detail.
- Ability to communicate complex financial information and requirements clearly to a variety of audiences and present recommendations that support effective and appropriate financial management.
- An understanding and appreciation of the role and vision of independent school education.