



cmeec

Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC), is a bilingual, intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels in support of quality education for all Canadians. CMEC is seeking a **full-time, permanent Director, Finance and Corporate Services**. Note that CMEC is able to accommodate both in-person and remote work arrangements for this position.

Reporting to the Executive Director, and as a member of the senior leadership team, the Director, Finance and Corporate Services, is responsible for supporting CMEC in realizing its strategic priorities and has accountability for the development, implementation, and performance management of CMEC's administrative functions, including financial and risk management, human resources, communications, translation, and IT systems.

The Director, Finance and Corporate Services, acts as chief financial officer, with accountability for the organization's budget of over \$13 million, as well as for separately funded programs of over \$20 million each year. CMEC is a unique intergovernmental agency with funding from multiple sources, which increases the complexity of the accounting and reporting requirements. The incumbent will be instrumental in supporting the successful negotiations of multi-million-dollar contracts and agreements with provinces, territories, the federal government, consultants, and contractors.

The successful candidate will provide strategic advice to the senior leadership team, as well as the board of directors of the Corporation of the CMEC, and will have the responsibility to identify and implement innovative systems, processes, and tools to ensure the efficient and effective delivery of all aspects of administration functions.

In joining CMEC, you will be joining a dynamic, intellectually stimulating, and collegial environment, and an organization that is focused on enhancing the quality of education for all Canadians. You will work with senior-level government officials, stakeholders, and colleagues from across the organization and the country.

This position is ideal for an individual who is experienced and interested in delivering innovation in finance and administration functions to enhance the service experience for stakeholders, ensure implementation of good financial and business management practices, and deliver value for money—all with the strategic goals of the organization in mind. The successful individual will operate with a strategic mindset, strong stakeholder engagement skills, and political acumen, and will communicate with insight and tact, and be comfortable working in a consensus environment.

The position offers a competitive salary based on experience and qualifications (current salary range: \$124,073–\$141,820), as well as a full benefits package, including:

- Competitive vacation allotment
- 12 statutory holidays
- 10 sick days
- 5 personal days

- Personal wellness and professional development account (\$600)
- Contribution towards employee's own retirement savings plan
- Health benefits
- Flexible work schedule, with the opportunity for remote work

Key qualifications and experience

- Professional designation in finance (CPA or equivalent) and a university degree in business/management
- A minimum of five years' experience as a senior executive leading administration or corporate services, preferably in the not-for-profit or public sector
- Experienced in understanding, recording, and presenting complex financial information, recommendations, reports, briefing notes, and high-level responses in a clear and concise manner to enhance decision making
- Superior skills in designing and implementing finance, human resource, procurement, information technology, and communication systems to deliver excellent customer service, as well as efficiencies, and in identifying and mitigating organizational risk
- Demonstrated knowledge and experience with current best practice, as well as emerging practices associated with good financial and business management practices
- Highly collaborative with strong interpersonal skills. Experienced in working with a broad spectrum of government officials, decision makers, and other stakeholders, exercising discretion and tact in confidential and sensitive situations and negotiations
- Excellent communication skills, both written and spoken, in one official language, and a basic working knowledge of the other. Fully bilingual (French and English) candidates are preferred
- Proven and effective management, project-management, and planning expertise
- Demonstrated skill and experience in managing professional and technical employees

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources, at hr@cmecc.ca, by **12:00 p.m. EST, March 16, 2022**. You may also visit us at www.cmecc.ca.

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

CMEC is an equal-opportunity employer.