Job Posting: Director of Finance & Investments – Family Office

Company: [Confidential Financial Services Client]

Location: [Greater Toronto Area, ON]

About Us:

Our client is a successful and prominent figure in the financial world, requiring expert assistance to manage their complex financial ecosystem. We are seeking a dedicated and detail-oriented Director of Finance & Investments – Family Office to provide comprehensive financial management and support services.

Key Responsibilities:

Treasury Management:

- Monitor and manage all bank accounts, ensuring an accurate understanding of cash flow.
- Anticipate liquidity requirements and coordinate the movement of funds to meet personal and professional financial obligations.
- Manage lines of credit and ensure timely satisfaction of liabilities on a daily basis.
- Conduct regular reviews of account balances and cash positions.
- Optimize banking operations, including negotiating favorable terms and ensuring efficient handling of financial transactions
- Implement cash management strategies to maximize returns on idle funds.

Financial Reporting:

- Prepare monthly and quarterly financial reports, including net worth reconciliation.
- Maintain an up-to-date and accurate balance sheet, managing daily financial requests and CRA installments.
- Develop customized financial reports to meet specific needs of the client.
- Ensure compliance with financial regulations and standards.
- Perform variance analysis and provide insights on financial performance.

Tax Support:

- Offer ad hoc tax support and ensure a thorough understanding of the current tax structure.
- Provide real-time tax benefit analysis and strategic tax planning, including trust and estate freezes.
- Deliver comprehensive tax support services, keeping the client informed of all relevant tax implications.
- Coordinate with tax advisors to ensure timely and accurate filing of tax returns.
- Identify opportunities for tax savings and advise on tax-efficient strategies.
- Monitor changes in tax laws and regulations to ensure compliance and optimize tax planning.

Investment Management:

- Track and monitor the performance of approximately 60 investments within the client's portfolio.
- Summarize investment performance and prepare reports based on monthly newsletters and updates from investment managers.
- Assist with voting decisions, preparing proxy circulars, and ensuring all necessary information on capital losses is available.
- Ensure a thorough understanding of the mechanics of the investments, including capital calls, distributions, and tax jurisdictions.
- Maintain detailed records of investment transactions and performance metrics.

External Stakeholder Relations:

- Serve as the primary liaison with accountants, bankers, suppliers, customers, and government agencies to ensure seamless communication and coordination on financial matters.
- Maintain strong professional relationships to support the client's financial and business interests.
- Exhibit a high level of professional presence, effectively representing the client in all interactions with external stakeholders.

Qualifications:

- Bachelor's degree in Finance, Accounting, or a related field; advanced degrees such as an MBA, MAcc, or MTax preferred.
- CPA or CFA designation required.
- TEP designation an asset
- 5-10 years of experience in financial management, treasury, or a similar role.
- In-depth knowledge of financial reporting, tax support, and investment management.
- Exceptional analytical skills with a keen attention to detail.
- Excellent communication and interpersonal skills, with the ability to provide clear and concise financial insights.
- Proficiency in financial software and advanced Excel skills.
- Strong organizational skills and the ability to manage multiple priorities in a fast-paced environment.

What We Offer:

- Competitive salary
- Opportunity to work with a high-profile client in a dynamic and challenging role
- Mostly remote with the exception of monthly in person meetings with the client

Are You the Right Fit?

- ***Are you detail-oriented and thrive in roles requiring meticulous attention to financial details?*** If you excel at managing complex financial data and ensuring accuracy in all financial reporting, this role is for you.
- ***Do you have the courage to challenge the status quo and suggest innovative financial strategies?*** We value team members who bring fresh perspectives and aren't afraid to question existing processes to achieve optimal results.
- ***Can you handle confidential information with integrity and discretion?*** Our client requires someone who understands the importance of confidentiality and acts with the utmost integrity in all financial and personal matters.

We ask that individuals interested in exploring this opportunity send their resumes to Felicia Scavia Rupi at Felicia.ScaviaRupi@mnp.ca. We thank all interested applicants; however, only those selected to move forward will be contacted.