



A Catholic Health Organization

## Director of Finance and Corporate Services

Emmanuel Care  
Saskatoon, SK

Emmanuel Care is a not-for-profit organization that owns, on behalf of the Catholic Bishops of Saskatchewan, 14 Catholic health care organizations across Saskatchewan through its two subsidiaries; Emmanuel Health and the Trinity Group. Emmanuel Health operates 12 not for profit publicly funded Health Care facilities in the province. The Trinity group operations two private independent/assisted living seniors' facilities. Emmanuel Care is seeking a Director of Finance and Corporate Services.

**Job Summary:** Reporting to the CEO of Emmanuel Care, the incumbent will provide financial and corporate leadership and support to Emmanuel Care and its subsidiaries; Emmanuel Health and the Trinity Group.

### Functions/Specific Accountabilities:

- ❖ Support Emmanuel Care and Emmanuel Health CEO with budget preparations
- ❖ Prepare and review budgets of Emmanuel Care, Emmanuel Health and the Trinity Group
- ❖ Provide Financial and Administrative support to the Executive Directors of Emmanuel Health sites as required
- ❖ Responsible for Financial Reporting
- ❖ Develop a standard Financial reporting framework and templates for Emmanuel Health and its sites
- ❖ Lead and coordinate the annual external audit engagements of Emmanuel Health, the Trinity Group and any other Sponsored Works of Emmanuel Care
- ❖ Provide information and support to the Board of Directors of Emmanuel Care, Emmanuel Health, the Trinity Group and their Audit and Finance Committees
- ❖ Represent Emmanuel Care and Emmanuel Health in communications with Auditors, legal counsel and other outside parties as required.
- ❖ Risk Management including coordination of the insurance program across the organization
- ❖ Provide leadership and support for financial and administrative system selection and implementation projects
- ❖ Represent Emmanuel Health in communication with SHA staff related to financial and capital issues, and as delegated
- ❖ Assist in development of capital plans
- ❖ Assist in development of proposals
- ❖ Maintain financial capital and contract records
- ❖ Ensure completion of all corporate filings required of Emmanuel Health and its subsidiary corporations
- ❖ Oversee the creation of business cases for new initiatives of Emmanuel Care and its subsidiaries and lead in discussions with financial institutions, legal counsel and various other experts.

### Qualifications:

- ❖ The successful application will :
  - Have five years management experience
  - Have financial designation
  - Have not for profit experience
  - Health care experience is an asset

**Salary:** Emmanuel Care offers a competitive salary and benefits package.

Our thanks are extended to all applicants, however only those selected for an interview will be contacted.

Please submit a cover letter and your resume by July 15, 2019 to:

Scott Irwin, President & CEO, Emmanuel Care  
Email: [s.irwin@emmanuelcare.ca](mailto:s.irwin@emmanuelcare.ca)  
Or mail to 104, 3502 Taylor Street E, Saskatoon, SK S7H 0T9