

A background image of two young children, a girl on the left and a boy on the right, sitting on a wooden floor. They are both wearing grey long-sleeved shirts and blue pants. The girl is holding a basketball and looking at the boy, who is also holding a basketball and looking at her. The image is dimmed and has a dark blue overlay at the bottom.

MONTCREST IS HIRING

 HEAD OF FINANCE
& SCHOOL
OPERATIONS

Head of Finance & School Operations

Salary Range: \$140,000 - \$160,000

Benefits: Employer Paid Benefit plan for Health and Dental and group RRSP plan or, if applicable, Ontario Teachers' Pension Plan

Role: Full-time Permanent

Start: March 2025

Operational Calendar

Location: Onsite

Open to: Internal and External Candidates

The Head of Finance and School Operations for Montcrest School plays a critical role in the School's financial sustainability and growth. As a member of the Senior Leadership Team and reporting to the Head of School, the Head of Finance and School Operations will lead the Finance, Facilities, Human Resources and Information Technology departments in support of Montcrest's strategic operational priorities. Montcrest seeks a highly collaborative, relationship-oriented and strategic team member who will prioritize engagement and work closely with the Leadership Team to develop and implement strategies that align with the school's mission and vision.

Through the lens of our current strategic commitments, the Head of Finance and School Operations is responsible for the following:

- *Cultivating Relationships*
- *Constructing Foundational Structures*
- *Dismantling Inequitable Systems*

In your first year at Montcrest, you'll be directly involved in:

- Supporting the Head of School and Board of Governors in ensuring the School's long-range financial sustainability.
- Advancing strategic projects related to the enhancement of the School's facilities.
- Performing day-to-day financial operations, including budgeting, monitoring financials and financial reporting.
- Overseeing the Directors of Facilities and Information Technology (IT).
- Administering payroll and overseeing the School's Human Resources (HR) regulatory compliance.

About you

I understand that...

- A Bachelor's degree in Accounting, Finance or related education and a CPA designation is required for the role.
- The Head of Finance and School Operations plays a critical role in Montcrest's financial sustainability and growth.
- A deep understanding of financial operations and HR is essential, including proper accounting for contributions following the Canadian NFP accounting standards.
- Long-range financial planning, aligned with strategic priorities, is vital for sustainability.
- The financial sustainability of the school is a shared responsibility, requiring sound financial management and a collaborative approach to balancing fundraising strategies and operational needs.
- Maintaining accurate financial records and ensuring regulatory compliance are key responsibilities.
- This role requires a highly collaborative, relationship-oriented, and strategic approach involving close partnership with key community members (Head of School, Board of Governors and Senior Leadership Team).
- A commitment to fostering an inclusive community and dismantling inequitable systems is important in the Montcrest School context.
- Experience in the not-for-profit/education sector is highly desirable.





I am able to...

- Provide strategic oversight and direction to Finance and HR, aligning with the school's mission and vision.
- Build and maintain strong relationships with Faculty, Staff, Leaders, Families and the Board of Governors, fostering collaboration and trust.
- Provide leadership, mentoring and coaching to the Directors of Facilities and IT.
- Lead teams managing day-to-day operations and special projects.
- Participate in and support initiatives for process improvement and facilities enhancement.
- Effectively supervise and develop staff through a performance-management system.
- Develop and implement financial strategies, manage budgets and forecasts, oversee financial operations and ensure regulatory compliance (CAS NFP).
- Analyze financial and operational data to make sound strategic decisions.
- Ensure long-range financial sustainability and effectively manage resources.
- Manage policy development and review across Governance, HR and Operations.
- Actively participate and support the Board of Governors, Property, Finance and Risk Board committees.
- Communicate clearly and effectively (written, verbal, digital) with community members.
- Contribute to various Co-Curricular and School-wide initiatives.

I am becoming more...

- Courageous, open-minded, and vulnerable in my leadership approach.
- Willing to reassess and make a change in direction based on feedback and collaborative problem-solving.
- Open to challenging my own perspectives and biases.
- Outcome-focused with a strong appreciation for the importance of process.

About us

Montcrest School is an independent JK to Grade 8 school in the heart of Toronto. It is situated on the traditional territories of the Wendat, Anishinabeg, Chippewa, Haudenosaunee Confederacy and most recently, the Mississaugas of the Credit First Nations.

Montcrest is a welcoming community that specializes in cultivating incredible young people. We believe in small class sizes and unparalleled student-teacher relationships. We believe individuality is something to protect, not suppress. And we believe in meeting our students with the ideal supports—and just right challenges—for each age and stage, so they emerge as secure, self-directed young people who excel in academics and in life. Simply put, Montcrest helps children become who they're meant to be.

We are committed to equity and inclusion. We are working to dismantle inequitable systems and to establish a community where all diversity is a source of strength and creativity. We thank all candidates for their interest in working as part of our team. At this time, we are only able to progress candidates with current work status in Canada.

We are committed to providing barrier-free and accessible recruitment and employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make it known when contacted and we will work with you to meet your needs.

Our Process

We are debiasing our hiring process as part of our commitment to foster an inclusive community. Candidates are asked to complete the following [form](#) by **noon on Wednesday, February 26, 2025**. If you do not have a Google account, please email your CV to careers@montcrest.ca.



Our Process

1. Shortlisting

Your responses to the **form** should outline how you demonstrate the About You section. Responses will be **anonymized and randomized** prior to shortlisting. **We will not view your CV as part of the initial screening process.** We will evaluate candidate responses based on their alignment with the knowledge, competencies, and character required for this position. The intent is to minimize bias in the first assessment stage.

2. Initial Conversation (30 minutes)

Successful candidates selected to move forward in the process will be contacted to arrange an informal conversation. On this call, you can ask us questions about the school and the role. You will also hear more about our skill-based hiring process.

3. Scenario skill-based Interview

You will engage in a formal interview where we will engage with skill-based scenarios. You will be provided with further information prior to this stage.

4. Authentic Belonging Interview

If successful, you will progress to a final interview where we will discuss the school vision, mission, values and learning principles and any new questions you might have for us.

For more information about Montcrest School, please visit montcrest.ca.

