

Program Planning & Implementation Specialist, Office of the Chief Financial Officer, Finance and Facilities Management - 18 month contract/secondment (Hybrid, Toronto)

Job ID: 2023-2273

Positions: 1

Job Type: Contract Full Time

Years of Experience: 5

Term: 18 month contract

Working Arrangement: Hybrid

JOB PURPOSE:

The role is responsible for providing expert operational and planning leadership for strategic and divisional initiatives of the Office of Chief Financial Officer and, more broadly, the Finance and Facilities Management division (FFM). This role facilitates and actively participates in strategic planning and project meetings, conducts supporting research and analysis, drafts operational plans, monitors and analyzes operating and capital project budgets of the FFM division on behalf of the CFO, and prepares written reports, as assigned by the CFO. Works in conjunction with, and supports, the broader FFM management team by undertaking and/or participating in special projects and assumes a leadership role in monitoring project priorities and progress.

Working with the CFO, provides prudent advice, communicates instructions to the FFM management team, identifies potential risks with strategic and operational initiatives, and provides recommendations to mitigate identified risks; monitors the resolution of issues and the completion of tasks. Working with the Financial Policy Advisor, ensures continuity of policies and practices across the division partners with the FFM management teams to ensure their goals and objectives are met. Develops and maintains strong working relationships with peer positions and division leaders, across the Law Society to establish an informational network to support organization-wide alignment of planning priorities.

Working with the CFO in her capacity as Secretary-Treasurer for the Law Society Foundation, a related organization to the Law Society, and as the Treasurer for LiRN Inc., a subsidiary of the Law Society, supports various priorities or initiatives of the two organizations, as required, and in a similar capacity.

QUALIFICATIONS REQUIRED:

- A university degree and advanced standing in CPA program or equivalent education and/or training.
- A minimum of 5 years' progressive experience in the development and implementation of business planning activities as well as proven expertise in supporting complex projects preferably in a professional services-oriented environment.
- Thorough knowledge of the Law Society, its mandate, the services it provides, or willingness to learn.
- Solid knowledge and experience with principles of project and change management.



- Thorough knowledge and experience in financial statement preparation, application of accounting principles and standards, financial analysis and reporting.
- Excellent knowledge and experience with risk management, procurement and budget management principles.
- Excellent relationship management, persuasion and negotiation skills.
- Demonstrated political acuity.
- Ability to coach, mentor and influence others.
- Excellent writing capabilities for a broad spectrum of topics.
- Demonstrated ability to understand, interpret, synthesize and summarize complex verbal and written information.
- Ability to tailor communications for a wide variety of audiences through various mediums.
- Proficiency in Microsoft Office applications including Word, Excel, Access, Outlook, PowerPoint, Microsoft Project, database applications and various internet browsers.
- Proficiency in financial applications such as Infor or Microsoft Dynamics, and excellent skills in using analytics and reporting solutions such as Cognos Analytics and Planning Analytics.
- Proficiency in a range of ERP solutions and ability to extract, analyze and present financial information as required.
- Proficiency in project management competencies in planning, organizing and directing the completion of specific projects assigned. Project Management Professional designation would be an asset.

KEY ACCOUNTABILITIES

Client / Customer Service Delivery

- Working with the CFO and the FFM management team, designs and takes a leadership role in the annual multi-year planning process for the Finance and Facilities departments, including project and program prioritization and resource planning.
- Plans, recommends methodology, leads and/or facilitates the implementation of assigned projects and monitors progress and development of wide-ranging initiatives. Initiatives include efficiency items such as business modernization and process redesign projects, and communication-related items such as divisional information sharing and team activities, and options to support process change recommendations.
- Identifies risks and operational implications to provide recommendations to mitigate risks for management consideration.
- Plans and leads events and special projects on behalf of the Office of the CFO.
- Monitors the goals and objectives of the office of the CFO and FFM to ensure they are understood and achieved.
- Designs and maintains an effective issues management process for the Office of the CFO.
- Monitors the completion of issues resolution and ensures the effective flow of information regarding developing issues.
- As assigned by the CFO, works with the FFM management team in establishing the requirements for the development of resources to support the mandate of the division and the organization as a whole.
- Plans, communicates, and coordinates schedules with a broad range of internal and external representatives.



- Edits and finalizes content for operational reports, presentation materials, meeting minutes and ensures that all stakeholders are apprised of content and requirements.
- Promptly reviews all incoming materials and requests, evaluating for priority, accuracy and completeness, determines their disposition and follows up for action items, making recommendations as appropriate.
- Prioritizes the flow of materials and communications to and from the areas of responsibility, relieving the CFO of complex details and advanced administrative duties.
- Determines and executes the most effective risk and project management services, liaising with Law Society staff, Senior Management Team and other internal or external contacts, in order to plan (execute, monitor and control), solve problems, solicit information, and coordinate the exchange of information in support of the CFO and for the success of the project.
- Anticipates issues and matters to be addressed by the CFO and makes plans to ensure appropriate and timely responses. Ensures that the CFO is properly briefed on all significant matters affecting FFM.
- Conducts research, gathers information and expertise from relevant sources, and provides comprehensive reports on current operations within FFM.
- Working with the Financial Policy Advisor, identifies, researches and presents current, and emerging key issues pertaining to accounting and/or provincial standards and compliance that could put the division and organization at risk and proactively seeks information, where little or none is forthcoming.
- Engages in continuous performance improvement in work processes, procedures, and service delivery to optimize individual and team performance and to support the success of the initiative.

Financial Responsibility

- As assigned by the CFO, participates in the budget planning process for the division and supports development of the Law Society's operations and capital budgets.
- Monitors FFM departmental budgets, engaging the FFM management team, reporting on variances and tracking expenses.
- Develops, with input from the FFM management team, the budget narratives related to the annual budget for the Finance and Facilities departments, including the Facilities capital budget, and may work with the Budget & Financial Reporting team in the compiling and review of the Law Society's budget.
- Working with the Finance management team, coordinates fiscal year end activities post the completion of auditor fieldwork through the Law Society's Annual General Meeting, and manages similar activities for the Law Society Foundation and LiRN Inc.

Team Membership

- Contributes to the timely and effective implementation of operational plans, strategic plans, program and projects in support of the CFO by working cooperatively and sharing information with team members. Clarifies project goals and builds the commitment of team members.
- Works closely with the FFM management team in quality improvement initiatives, ensuring consistency in approach and championing the vision of the departments.



- Collaborates with a wide network of managers and staff as well as outside consultants on behalf of the CFO to promote the sharing of knowledge and information and promote consensus decision-making.
- Fosters a positive work environment by clarifying goals, supporting information sharing and collaboration, building the commitment of individuals, and encouraging creativity and problem solving.
- Performs similar functions for the Law Society Foundation and LiRN Inc., working collaboratively with the Development Manager and Managing Director, respectively, for each organization.

Relationship and Alliance Building

- Develops strong working relationships and fosters a collaborative and team environment by role modeling behavior, creating a collegial environment and forging strong relationships across all divisions of the organization.
- Responds to, or delegates referrals for response to requests for information from outside parties and responds to inquiries on high-level and/or contentious matters in consultation with the CFO.
- Plans, communicates, and interacts with a full range of internal and external representatives on behalf of the Office of the CFO and the FFM division.

WORKING ARRANGEMENT

The Law Society has introduced a Distributed Workforce Model to leverage flexibility and agility, and to maximize employee productivity and engagement. Work arrangements will be determined by role and departmental requirements. The working arrangement for this position has been classified as hybrid, where the employee will regularly flex their work location between home and office. The specific application of this will be communicated to applicants contacted during the recruitment process.

ACCOMMODATION

The Law Society of Ontario values and respects diversity. We are committed to creating an accessible, barrier-free and inclusive workplace in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Please make any requirement you may have for accommodation during the recruitment process known when contacted. If you are unable to apply to this position due to the requirement for an accommodation of any kind, please email us at hr@lso.ca or call 416-947-3438.

To apply, please visit: <https://careers-en-lsuc.icims.com/jobs/2273/program-planning-%26-implementation-specialist%2c-office-of-the-chief-financial-officer%2c-finance-and-facilities-management---18-month-contract-secondment-%28hybrid%2c-toronto%29/job?mode=view>.