

## Chief Financial Officer/Controller (Contract)

Ahead of the curve starts here. The Digital Technology Supercluster is building a better Canada by growing Canadian businesses, creating a digitally skilled workforce and positively impacting lives across our Country. We accelerate the development and adoption of digital technologies that keep Canadians healthy, address climate change and drive economic productivity.

Find out more at [www.digitalsupercluster.ca](http://www.digitalsupercluster.ca)

The Chief Financial Officer (“CFO”) will be a key leader on our leadership team. Working with the Chief Operating Officer, the CFO will oversee the financial management and operations planning for the Supercluster. The CFO will ensure that all elements of the Government of Canada’s Contribution Agreement are met in the Supercluster financial plans and financial management including but not limited to fund allocation and distribution to technology projects.

As a proven CFO with strong history of working in and/or for collaborative enterprises, the CFO will be a trusted and respected financial leader who embraces collaboration, creativity, diversity and innovation and who personifies the culture and values that are the cornerstone of the collaborative initiative that is the foundation of the Supercluster.

### Key Responsibilities

- Reporting to the CEO, the Controller will support and enhance the financial well-being of the Digital Supercluster through the development of comprehensive financial planning, budgeting, treasury and investment management, reporting, risk management and distribution of funds to projects. The stakeholders include internal management, government bodies, the members, and the Board. Key responsibilities include:
- Developing and managing the finance and accounting functions of the Digital Supercluster including planning, accounting, reporting, cash management, and risk management functions
- Creating and reporting against financial plans, including budgets, advance requests, and forecasts

- Developing and administering effective financial workflows and internal control policies and procedures
- Monitoring, reporting and analyzing financial performance, including cash flow management and suggestions for continuous improvement
- Ensuring compliance with regulations, funding guidelines, filings and reporting requirements
- Oversee and review ISED reporting and ISED interactions as they relate to financial matter
- Supporting the COO and leadership team in financial assessment and evaluation of budgets, as well as all F&A committee matters
- Preparing for and leading all audit activities
- Assisting with ad-hoc projects as needed
- Leading the Finance and Accounting team, including coaching and development
- Key liasion with and preparing materials for, the Finance & Audit Committee

### **Qualifications**

- Seasoned financial expert with a track record of managing R&D investments and understanding of government funding programs
- Strong negotiation skills and the ability to work effectively with stakeholders within a complex relationship and model. The ability to facilitate discussions, build consensus and trust; and achieve mutually beneficial outcomes.
- A track record of achievement that speaks to collaboration and building successful teams. Experience in attracting and retaining top talent. Values inclusion and the encouragement of diversity.
- Well-developed project and program management skills. Has had oversight of the development of a program management framework.
- Self-starter who will thrive in a small, energetic team environment

### **Education**

Accredited CPA or CA with a minimum of a Bachelor-level degree in finance, business or accounting.