



Be Kind | Work Hard

Armbrae Academy is a leading independent, university preparatory, co-educational, non-denominational Pre to Grade 12 day school. Located in beautiful Halifax, Nova Scotia, Armbrae challenges children to achieve and believe. We are a tight-knit, nurturing community, where acceptance and respect is intentionally demonstrated, and championed. Within this inclusive community, we deliver a holistic approach to learning that enables the pursuit of personal excellence.

The Armbrae staff are a team of dedicated professionals committed to our amazing students, and creating a working environment that is collaborative, professional and caring. It is a team committed to making their career with Armbrae a fulfilling and rewarding experience. We are looking to add a skilled and engaged Director of Finance & Operations (DFO) to join us.

The Opportunity: Director of Finance & Operations

As the Director of Finance and Operations, you will play a critical role in maintaining the financial health of the school and supporting our strategic plan with consistent, solid financial and operational leadership. You will be a critical team player in accomplishing Armbrae's strategic priority of enabling children to [*Unleash Their Potential*](#).

We are seeking a financial professional (CPA) to lead all aspects of financial management and strategy, and to support our internal operations. The successful candidate will be a collaborative leader that can move easily between everyday detail work and envisioning our strategic goals. This is a challenging role providing you with opportunities to contribute to the senior team and have a positive impact on our Armbrae community. You are hands-on, curious and actively seeking opportunities for efficiency, improvement and innovation.

Key Responsibilities Include (but not limited to):

- Oversee all aspects of the financial portfolio for Armbrae, including reporting, monthly financial statements, cash flow projections, budgets, forecasts, and annual audits
- Develop and manage the school's annual budget, including revenue projections and expense management
- Ensure compliance with all regulatory requirements, including tax and audit filings
- Develop and implement financial policies and procedures to ensure financial integrity and mitigate risk
- Collaborate with the Head of School and other Board of Governors to ensure that the school's strategic goals are aligned with its financial and operational capabilities
- Oversee the management of the school's endowment and investment portfolio
- Collaborative management of Armbrae's business team (Admissions, Advancement, Auxiliary Programs)

Skills & Qualifications

- Bachelor's degree in business, finance, accounting, or a related field



- CPA or CMA certification preferred
- 7 – 10 Years of progressive financial and operational experience
- 2 – 3 years in a senior finance or operations role
- Experience working in a non-profit or educational organization is an asset
- Strong analytical and financial modelling skills
- Effective communication skills – innate ability to distill financial information effectively to a targeted audience to ensure key messages are received.
- Great interpersonal skills - Respect, patience, consideration, accountability
- Team player - desire and willingness to be collaborative, innovative, flexible and with a sense of ownership
- A positive, impactful and kind leader focused on elevating their teams' capabilities.
- Passionate about bringing the best version of themselves to our work community every day

Being Part of the Armbrae Team:

At Armbrae, our team is our competitive advantage, and we are committed to supporting one another. Faculty and Staff receive ongoing professional development - the foundation of our commitment to continual school renewal. In addition to health, dental benefits, virtual healthcare, and travel insurance for you and your family, you can expect vacation, personal days and sick time; participation in our RRSP matching program; and a generous tuition remission package for children from Preschool - Grade 12.

How to Apply

At Armbrae Academy, we value diversity and inclusivity and encourage candidates from all backgrounds to apply. If you are interested in the opportunity to join our Armbrae team, please send an email with your cover letter and resume, subject line: 'Your Next Director of Finance & Ops' to: recruitment@ingagehr.ca.