



## POSITION DESCRIPTION

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**Title:** Chief Financial Officer  
**Department:** Finance and Administration  
**Immediate supervisor:** President and CEO

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### **CORE ACCOUNTABILITY:**

This is the most senior position in the Finance and Administration department. The title of Chief Financial Officer (CFO) is granted by the Boards of Directors of each of the Vestcor Group of companies.

The position has overall responsibility for corporate, investment pooled fund and client financial reporting, Canadian and foreign income tax and HST compliance, investment performance, banking and securities custody, internal controls, information technology and certain corporate services. The CFO reports directly to the President & CEO and assists with shareholder and stakeholder relations and corporate communications. The CFO is also responsible for working with the Chair of the Audit Committee to set the Committee's agenda and oversight priorities including relationships with the Internal Auditor and the External Auditors. The CFO is a primary contact for clients and is responsible for assisting the Boards of Trustees of pension fund clients with their pension plan governance responsibilities.

### **MAJOR RESPONSIBILITIES:**

1. Provide leadership to five teams (about 40 staff) within the Vestcor Group: Fund Accounting, Financial Reporting/Financial Services, Corporate Accounting (including Budgeting), Investment Performance, and Information Technology as well as a Records Management Analyst.
2. Through the Fund Accounting team, provide accurate, reliable and timely trade processing, settlements, swap administration and daily management reporting as well as oversee the securities lending program and the banking and custody relationships. The Fund Accounting Team supports the overall structure used by the portfolio management system for reporting by all investment services clients and ~ 46 Vestcor Investment Entities, and various holding company structures.
3. Through the Financial Reporting/ Financial Services team, provide client services including accurate and timely collection of employer and employee contributions and payment of pension and insured benefits. Also, provide external financial reporting services to shareholders, clients, and other stakeholders, manage the independent auditor relationships, ensure appropriate systems of internal controls are operating effectively, and facilitate regulatory compliance (securities, Canadian and foreign income, and excise tax). Financial reporting includes preparation of the Vestcor Annual Report, annual pooled fund and holding company financial statements and contributing to Annual Reports for certain pension plan clients and other stakeholder communications such as semi-annual newsletters.
4. Through the Corporate Accounting team provide monthly internal financial reporting against established budgets, income tax and HST reporting, payroll, travel and expense claim processing for employees and client Boards, oversee the annual budget process and benchmarks operational performance and efficiency for various external industry surveys.
5. Through the Investment Performance team, provide accurate and timely reporting of investment performance in accordance with Global Investment Performance Standards, facilitate independent

- verification of investment performance, preparation of internal management reporting of investment performance, and comparisons with benchmark indices.
6. Through the Information Technology team, set Vestcor's long-term IT strategic vision and provide IT services (HelpDesk, internet and intranet sites, network configuration and security, application development and support, project management, organizational readiness, change management and user training) and ensure continuity of operation through development and testing of all aspects of business continuity planning including cybersecurity and crisis management.
  7. Through a combination of resources, provide corporate services including office physical security, equipment and furnishings, records management and retention and coordination of legal matters.
  8. With the assistance of the Investment Client Relationship Manager, provide the Boards of Trustees of pension fund clients with quarterly investment management reporting.
  9. As a member of the Senior Management Committee, collaborate on corporate strategy, develop the annual business plan, and guide the execution of the plan.

**COMPETENCY PROFILE:**

1. University degree with graduate degree preferable. Chartered Professional Accountant (CPA) designation is required.
2. Broad-based knowledge and experience in pension fund management, financial accounting, and investment management. Exposure to income tax principles and tax compliance is beneficial.
3. Considerable leadership, team building, planning, presentation, and communication experience.
4. Strong knowledge of statutory and regulatory matters for pension and investment funds.
5. Good working knowledge of information technology concepts and issues.
6. Sound understanding of investment management concepts, asset-liability relationships, and risk management.
7. Supervisory, mentoring, and coaching skills.