

# SEARCHLIGHT PARTNERS

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<b>POSITION:</b>	Director of Finance & IT
<b>LOCATION:</b>	Toronto, Ontario
<b>POSITION DETAILS:</b>	Full Time, Permanent
<b>REPORTS TO:</b>	Executive Director
<b>WEBSITE:</b>	<a href="https://www.wgc.ca/">https://www.wgc.ca/</a>

## **THE ORGANIZATION**

The Writers Guild of Canada (WGC) represents more than 2,500 professional English-language screenwriters across Canada. Our members are the creators of stories that entertain and inspire audiences on every screen.

The WGC negotiates and administers collective agreements, advocates on policy issues that advance the interest of Canadian screenwriters, celebrates and promotes its members including hosting the annual WGC Screenwriting Awards, organizes professional development opportunities and social events for its members.

The WGC works with stakeholders in the creative industry across Canada and with writers' guilds around the world.

## **THE POSITION**

Join this progressive, national organization in supporting its 2,500-person membership of professional screenwriters.

The Director of Finance & IT is part of the senior management team and manages our departments of Finance, Remittance and Information Technology. They will assist in overseeing the operations for WGC and the Canadian Screenwriters Collection Society (CSCS).

This position reports to the Executive Director and currently oversees six (6) staff. The position attends meetings of Council, the National Writers Forum, Investment Committee and represents the WGC on external committees (such as AFBS Fraternal Benefit Society Board of Governors) and completes other tasks as required by the Executive Director.

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## **RESPONSIBILITIES**

### ***Finance***

- Become familiar with the how both the Writers Guild of Canada and Canadian Screenwriters Collection Society run their businesses to provide meaningful direction to finance and other staff and provide insightful financial reports including budgets and forecasts and recommendations for the Executive Director, Council and other meetings as needed.
- Act as signing officer for the Writers Guild of Canada and Canadian Screenwriters Collection Society. Complete and/or review all financial transactions and ensure accuracy and compliance. Oversee completion of government remittances, staff payroll, staff insurance and benefits.
- Oversee the work of the Finance Manager and fill in when the Finance Manager is absent.
- Ensure appropriate finance controls, policies and procedures are in place.
- Manage banking requirements and liaise with the banks regarding services.
- Oversee WGC's investments:
  - Ensure investment policy compliance and liaise with investment firm
  - Initiate and attend Investment Committee meetings
- Liaise with external auditors, supervise the annual audit internally.
- Become familiar with our staff collective agreement and prepare financial documents and recommendations during staff bargaining with the USW.

### ***Remittances***

- Oversee the work of three Remittance staff who are responsible for processing member insurance and retirement payments. Involved in hiring and training new staff as necessary.
- Ensure appropriate controls, policies and procedures within the Remittance department, and liaise with the Finance and Industrial Department as required.
- Manage Producer Remittance Entry System (PRES), an online database portal.
- Liaise with developers to troubleshoot, oversee updates, tests and new functions on PRES.
- Resolve issues with insurance and retirement contributions and liaise with AFBS Fraternal Benefit Society as needed.
- Review and publish on the website monthly member statements of earnings and benefits.

### ***Information Technology (for WGC and CSCS)***

- Develop and execute an IT strategy aligned with business objectives. Evaluate new technologies and implement updates to existing systems as required.
- Lead and supervise work of the department staff and source external vendors when required.
- Oversee the planning, implementation, and maintenance of IT infrastructure including on and off premises networks, servers, software applications, and data storage systems.
- Lead the execution of IT projects, ensuring timely delivery within budget and scope.

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- Manage and support complex database environments on and off premises and data exchange between the same.
- Manage and support the organization's website environment.
- Develop and enforce IT security policies and procedures to safeguard sensitive data, ensuring compliance with relevant regulations.
- Manage the IT department budget, allocating resources effectively to support projects and initiatives.
- Negotiate contracts and manage relationships with technology vendors.
- Communicate complex technical concepts clearly to non-technical stakeholders, aligning IT initiatives with business needs.
- Provide technical support to users and troubleshoot system issues.

## *Operations*

- Oversee management of the office – administer and negotiate lease and other vendor agreements. Manage Administrative Support staff.
- Ensure the proper, organized and secure storage of physical and digital files.
- Assist the Executive Director in HR matters including staff policies, processes, compliance with health and safety and other requirements.
- Other duties as assigned by the Executive Director.

## **CANDIDATE QUALIFICATIONS**

- Minimum 10 years' experience in finance, IT, or other operations management roles.
- Experience with budgeting and financial forecasting, managing financial performance, and overseeing financial reporting and audits.
- Prior work experience in a trade union, creative guild or association including collectives, and in the film and television industry.
- Brings an understanding of financial reporting, budgeting, forecasting, and accounting principles.
- Ability to analyze financial data and make strategic recommendations.
- Experience in automating financial and operational processes through technology.
- Ensures that operational change management required for success is executed well.
- Relevant experience in corporate governance would be valued.
- Strong knowledge of IT infrastructure, software development, and system integration.
- Familiarity with enterprise-level IT solutions, especially data management systems.
- Ability to analyze complex problems and devise effective IT solutions that align with business and financial goals.

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- Experience with risk management, cybersecurity and IT governance, developing mitigation strategies and ensuring data security.
- Bachelor's or Graduate Degree in Finance, Accounting, Business Administration, Information Technology, or experiential equivalent.

## **CANDIDATE ATTRIBUTES**

- An enterprise-level strategic thinker. Grasps complexity and strategizes broadly.
- Brings strong business acumen, with a strong understanding of how finance and IT strategies impact the broader goals of the organization.
- Exceptional verbal, written, and communication skills. Able to easily translate complex financial data and information to stakeholders and senior leadership in a manner that promotes understanding and effective decision-making.
- Flexible and adaptive in an ever-changing technological and financial environment.
- A team worker who works collaboratively with other departments.
- Strives for excellence. Tests, evaluates, and course corrects. Fosters an environment of learning and constant improvement.
- Ensures high standards across all accountabilities. Goes above and beyond to ensure accuracy in all that they do.

## **COMPENSATION**

A competitive compensation package including base salary (range between \$130,000 to \$140,000), comprehensive medical and dental coverage, a generous RRSP contribution, and flexible vacation and sick leave will be provided.

The WGC office is located in downtown Toronto. Work is predominantly remote, but must be willing to attend the WGC office, events and travel as required.

## **HOW TO APPLY**

We invite candidates to apply by email with your cover letter and résumé no later than Friday, April 18<sup>th</sup>, 2025. Send to Searchlight Partners: [WGC@searchlightpartnersgroup.com](mailto:WGC@searchlightpartnersgroup.com)

**The WGC is an equal-opportunity employer and committed to fair and accessible employment practices. We strongly support and value diversity in the workplace.**

**Applications from all qualified candidates are welcome, and individuals from equity-seeking groups are encouraged to apply.**

**We thank applicants for their interest, however; only those advancing in the process will be contacted.**