JOB DESCRIPTION

WORK GROUP: **Management**

POSITION: **DIRECTOR OF FINANCE**

FUNCTION:

Grimsby Power Inc., a local electricity distributor located in the Town of Grimsby, between the cities of Hamilton and St. Catharines, requires a Director of Finance.

The position carries broad areas such as financial reporting, accounting, billing, regulatory finance, and human resources administration. The Director offers executive guidance on financial stewardship, rate-regulated operations, and regulatory compliance, ensuring that the financial and regulatory systems align with the company's business objectives and accurately represent its financial status.

ORGANIZATIONAL RELATIONSHIP:

- Reporting to the President and CEO, the Director of Finance is a key member of the senior leadership team responsible for providing strategic leadership and oversight of the company's finance portfolio.
- The Director of Finance has three direct reports, which include the Accounting Supervisor, the Regulatory and Customer Accounts Supervisor, and the Office and HR Coordinator.

MAJOR RESPONSIBILITIES:

- Collaborate with the President and CEO to develop short and long-term plans that are in line with the company’s strategic and regulatory objectives;
- Keep the President and CEO informed of any unusual items that could significantly impact the Company's operation;
- Participate in Board of Directors and Shareholder meetings, offering recommendations concerning capital structure, financing strategies, and enterprise risk management;
- Oversee debt issuance, ensure liquidity, and maintain relationships with lenders and rating agencies
- Responsible for cash management and financial forecasting; authorize and oversee the company's purchasing process
- Oversee and coordinate activities related to the accounting, billing, and human resources functions;

- Manage and direct the financial activities of the company and provide general directions for staff responsible for the payment of accounts, general accounting, and related internal control systems;
- Monitor key utility performance metrics;
- Prepare the Company‘s budget, collaborating with the Director of Engineering and Operations to prepare and consolidate the annual operational and capital budget
- Coordinate the external financial audit of the Company and respond to the audit review;
- Monitor ongoing changes in the regulatory codes and regulations;
- Review the annual rate submissions and regulatory reports to the OEB for accuracy and compliance with regulations;
- Coordinate and actively engage in the Cost-of-Service Application to ensure rebasing accomplishes the Company’s needs and objectives and compliance with the OEB regulations;
- Efficiently manage and coordinate union negotiations, grievances, and related issues in a timely and professional manner;
- Oversee workforce planning, recruitment, performance management, succession planning, and employee development within the finance function.
- Review financial and statistical reporting to government agencies, departments, and regulatory bodies;
- Monitor fixed asset records to ensure accuracy, proper classification of assets, and that appropriate internal controls are in place to protect the company from fraud and ensure compliance with laws and regulations;
- Direct the Company insurance program, maintain the insurance register, and oversee correspondence related to insurance claims;
- Review all local, provincial, and federal tax submissions and payments; ensure accurate and timely reporting and remittances to various government agencies;
- Provide quarterly reports to the President and CEO for submission to the company’s boards;
- Provide management with information necessary for the decision-making process;
- Lead and mentor, fostering a culture of accountability, collaboration, and continuous improvement.

QUALIFICATIONS:

- **Experience: A** minimum of 10 years’ relevant experience, including at least 5 years in a leadership role, preferably in the electricity distribution industry. Demonstrated expertise in financial reporting, budgeting, and financial forecasting.

- **Knowledge:** Comprehensive understanding of utility financial procedures in accordance with IFRS, along with demonstrated managerial capabilities to oversee and support financial, accounting, and regulatory functions effectively;

- **Skills:** Ability to perform in a fast-paced, evolving, changing, and high-volume environment; excellent communication, interpersonal skills, and business acumen to present to internal staff and external stakeholders; well-developed skills with MS Office, particularly MS Excel;

strategic, proactive, organized, and focused priorities/results. Ability to prepare and deliver effective presentations; analyse financial reports. Ability to provide strong leadership to motivate and direct efforts to ensure consistency with the objectives of the organization; cultivate a high-performing work environment

- **Other:** A valid Driver Licence Class G is required.

EDUCATION REQUIRED:

- Chartered Professional Accounting (CPA) Designation;
- Completion of specialized training courses in the related field and Management courses.

TYPE OF CANDIDATE:

The candidate possesses managerial courage, integrity, credibility, and honesty, while also inspiring and developing others in the context of performance management.

- **Leadership and change management**: Demonstrate integrity, credibility, and sound judgment, with the ability to motivate others and build commitment to organizational objectives through respectful and effective communication.

- **Strategic and operational management**: Accountable, proactive, organized, and service-oriented, with the ability to navigate competing priorities across various teams and functions.

- **Collaborative leadership**: Encourage teamwork, analytical thinking, innovation, and strong interpersonal effectiveness to promote shared goals and enhance organizational performance.

Grimsby Power is committed to developing a highly skilled and motivated workforce. We offer a comprehensive compensation package that includes competitive wages, medical and dental benefits, and a defined benefit pension plan.

We invite qualified applicants to submit their cover letter and resume by November 27, 2026.

Grimsby Power Incorporated

231 Roberts Road

Grimsby, ON L3M 5N2

Email: careers@grimsbypower.com

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.