



Head, Finance and School Operations – Montcrest School

Founded in 1961, Montcrest School is a leading independent, co-educational day school located in Toronto. Serving students from Junior Kindergarten through Grade 8, Montcrest is recognized for its child-centred philosophy, strong academic foundation, and commitment to developing confident capable learners.

Montcrest's mission is rooted in knowing each child deeply and supporting their intellectual, social, and emotional growth. The School's intentionally small class sizes and highly personalized approach allow educators to challenge students academically while nurturing curiosity, resilience, and character. The School's vibrant community is defined by strong partnerships among faculty, families, and students. Montcrest values diversity, inclusivity, and respect, creating a welcoming environment where students feel safe to take risks, explore new ideas, and develop leadership skills.

For further information, please visit the school's website at: <https://www.montcrest.ca/>.

THE ROLE

The Head of Finance and School Operations for Montcrest School plays a critical role in the School's financial sustainability and growth. As a member of the Senior Leadership Team and reporting to the Head of School, the Head of Finance and School Operations will lead the Finance function, as well as provide oversight to the Directors of Facilities and Information Technology, in support of Montcrest's strategic operational priorities. The Head of Finance and School Operations is a highly collaborative, relationship-oriented and strategic team member who will prioritize engagement and work closely with the Leadership Team to develop and implement strategies that align with the school's mission and vision.

This is a compelling opportunity for a finance and operations leader who wants to make a visible impact, work closely with educators and contribute meaningfully to the Montcrest School community, while still engaging in thoughtful, long-term strategic leadership.

Through the lens of our current strategic commitments, the Head of Finance and School Operations is responsible for the following:

- Building strong financial foundations for limitless learning
- Providing operational stability through the construction of foundational structures and delegated operational leadership
- Aligning day-to-day execution with school-wide priorities

In your first year at Montcrest, you will be directly involved in:

- Supporting the Head of School and Board of Governors in ensuring the School's long-range financial sustainability
- Advancing strategic projects related to the enhancement of the School's facilities.
- Building a multi-scenario long-term financial framework



- Planning a comprehensive approach to alternative revenue strategies
- Performing day-to-day financial operations, including budgeting, monitoring financials and financial reporting
- Overseeing the Directors of Facilities and Information Technology (IT)
- Providing leadership to the Controller, Accounting Clerk and, with the Head of School, to the Human Resources Coordinator

KEY RESPONSIBILITIES

a) Strategic Leadership & Partnership

- Serve as a strategic advisor to the Head of School and senior leadership team on financial sustainability, operational effectiveness and long-term planning
- Contribute to school-wide strategy, multi-year financial planning, and capital and facilities planning
- Support the Board of Governors and relevant committees with clear, timely and transparent reporting and analysis
- Balance stewardship of the school's resources with the values, culture and community-focused nature of the School

b) Financial Leadership & Oversight

- Provide overall leadership for the school's financial management, including budgeting, forecasting, cash flow management and financial reporting
- Oversee the preparation of annual operating and capital budgets, working collaboratively with academic and administrative leaders
- Ensure strong financial controls, policies, and procedures appropriate for the School environment
- Lead the annual audit process and act as primary liaison with external auditors and financial advisors
- Support tuition modelling, enrollment-related financial planning, alternative revenue strategies, aligning with demographic and market trends for long-term financial sustainability initiatives
- Lead enterprise risk management including insurance, compliance audit and operational contingency planning
- Promotes financial transparency and clear communication across the school community, ensuring a shared understanding of resource allocation in support of the school's strategic priorities

c) Operational Leadership

- Oversee the school's operations and business functions, including Information Technology, Facilities, risk management and vendor relationships
- With the Head of School, oversee all aspects of payroll, employee benefit programs and retirement plans
- Ensure compliance with all relevant employment and labour laws



- Oversee employment compliance matters, including annual training, employee acknowledgments of HR and operational policies, and vulnerable sector checks.
- Oversee the School's occupational health and safety procedures and be a member of the Joint Health and Safety Committee
- Oversee the School's recruitment and hiring, including employment contract negotiations
- Ensure the operational systems and infrastructure effectively support students, faculty and staff
- Lead facilities planning, maintenance oversight, and capital project execution
- Review and improve operational processes to ensure efficiency while maintaining a high level of service and responsiveness

d) People Leadership & Team Development

- Lead, mentor and develop a high-performing finance and operations team, fostering collaboration, accountability, and professional growth
- Build trust and credibility across the school community through visible, values-driven leadership
- Contribute to a positive workplace culture aligned with the School's mission, values and community spirit
- Be a visible, approachable and engaged leader within the school community

SKILLS & QUALIFICATIONS

- Senior-level leadership experience in finance and/or operations, ideally within a not-for-profit or similarly mission-driven organization
- A bachelor's degree in accounting, Finance or related education and a CPA designation is required for this role
- A deep understanding of financial operations and HR is essential, including proper accounting for contributions following the Canadian Not-for-Profit accounting standards
- Experience leading operational functions and managing multiple priorities in a smaller, resource-conscious environment
- Excellent communication and relationship-building skills, with the ability to work effectively with the Board of Governors, senior leaders and other stakeholders
- Collaborative, pragmatic and service-oriented
- Calm under pressure, thoughtful and solutions-focused
- Values-driven and aligned with the mission and community focus of Montcrest School

Applications:

If you are interested in an opportunity to join our school, please apply directly to:

Samantha Galati

Principal

Bedford Resources Inc.

E: sgalati@bedfordgroup.com

Salary range for this position: \$150,000 - \$175,000

We appreciate and thank all applicants for your interest in Montcrest School, however, only those candidates invited for an interview will be contacted.

Montcrest School is an equal opportunity employer, and we accommodate any needs under the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. We value diversity and are committed to creating an inclusive environment within our community. Please contact Samantha Galati, Principal at Bedford Resources Inc., at sgalati@bedfordgroup.com with any requirements or questions.

Bedford Resources Inc. does not use AI to screen, assess, rank or select candidates at any stage of the recruitment process. All applications are reviewed and evaluated by experienced search professionals using professional judgment and human-led assessment methods.