

Vice President, Insolvency Practice + Administration

Job ID 2021.50

What We Do:

As one of the fastest growing insolvency firms in Canada, Bromwich+Smith's goal is to help an ever-greater number of Canadians find relief from debt. We love to work here because we love to help people. We are a professional organization with a purpose to alleviate the challenges of debt for Canadians. Importantly, we are not a collection agency, nor do we lend money to people; we work directly with clients and their creditors to solve client challenges.

Position Summary:

Reporting to the President and as a member of the Senior Leadership Team, the Vice President, Insolvency Practice + Administration is an integral member of the leadership team liaising with various stakeholders including the Office of the Superintendent of Bankruptcy, creditors, the court, the Trustee Council, and internal stakeholders. This role will be a strategic leader in furthering organizational goals through the leadership of our Trustees (Sales and Administration LITs), the Administration Department, the Estate Administration Department, Information Technology, and Project Management. The Vice President will be a strong people leader with a proven record of achieving operational excellence by championing and fostering a climate of inclusion and diversity, supporting employee engagement, and contributing to a high-performance culture. The ideal candidate has experience in corporate insolvency, working with a Board of Directors, working with Trustees, liaising with governing bodies, and has a high degree of political and financial acumen.

The HQ is in Calgary, Alberta, and the role can be supported in the Calgary office or as a hybrid role.

Key Accountability Areas:

Strategic Thinking

- + Working with the President and the senior leadership team, supports strategy development, setting measurable objectives, evaluation, and reporting on business outcomes,
- + Translates abstract ideas and decisions into tangible strategies and tactics i.e., refining processes, restructuring, continuous improvement, and business transformation,
- + Drives the coordination and systemic implementation of governance, risk and compliance for the insolvency practice, administration teams, and information technology within the organization, and
- + Formulates ethical and compliance risk management and governance framework for all business processes.

People Leadership

- + Maintains strong partnerships and working relationships with Trustee council members and Leadership teams,
- + Models and promotes BSI's organizational culture and values,
- + Directly accountable for the Trustees, Administration, and Information Technology teams and elevates the team through performance development, data analysis, and performance metrics
- + Lead and coach a professional team with career development, succession planning, and ensuring workflow/capacity management of the teams,
- + Highly articulate in managing internal and external key stakeholder relationships,
- + Establishes the framework for relationships with all stakeholders to identify growth opportunities and fundamental improvement changes, and
- + Oversees the Trustee Program, develops selection and performance criteria for candidates in conjunction with Human Resources.

Operational Excellence

- + Ensures accountability in line with professional practices, ethics, and the organization's values,
- + Oversees legal, ethical, and professional standards as per Office of the Superintendent Bankruptcy Canada (OSB), the Canadian Association of Insolvency and Restructuring Professionals (CAIRP) and the Bankruptcy and Insolvency Act (BIA),
- + Drives the coordination and systemic implementation of governance, risk, and compliance for all areas of accountability including the insolvency practice within the organization,
- + Leads a robust Insolvency Services Model from intake to discharge of debtor/bankrupt files, monitors performance of administration team with metrics, establishing corrective measures if appropriate, establish and prepare detailed analysis of current state and forecasting for administration
- + Revenue focused, ability to understand, develop, and report on financial and key performance metrics for the operation to effectively manage the administration of the business, improve performance, and achieve financial goals,
- + Oversees the organization's practice policies, procedures, standards, guidelines, and baselines,
- + Collaborates and ensures legal compliance and 'best practices' are applied to current and new practices and processes for areas of accountability,
- + Leads the IT and Project Management team to identify areas of opportunity and risk for the organization and safeguards the organization through sound governance, protection of privacy and sound organizational practices.

Must Have Knowledge & Skills:

- + Bachelor's degree, Master's degree, or MBA degree
- + Professional Accounting designation, experience from an accounting firm, audit experience preferred
- + Exceptionally high degree of financial acumen and ability to interpret financial statements, in depth ability to evaluate operations such as inventory levels, WIP, aging, cash management, and trust fund strategy to achieve corporate goals
- + Experience with analysis of internal operations for process enhancement, achievement of financial outcomes, improvement of client outcomes and experience
- + 10+ years' or more of leadership experience in an insolvency practice, fintech, or parallel industry, experience working in highly complex environments in a strategic leadership role
- + Proven track record dealing with complex legal matters, has an innate ability to navigate a courtroom, and can balance the legal framework to ensure positive client outcomes
- + Has diverse experience working with professional subject matter experts and leaders
- + Ability to see the big picture, make decisions, influence stakeholders, balancing stakeholders' interests, and arriving at solutions
- + 10+ years or more experience leading diverse teams such as administration or corporate operations and technology or business transformation
- + Understands how to leverage technology to enhance organizational efficiency, actively seeks new technology to support the future direction of the organization
- + Licensed Insolvency Trustee in good standing
- + Certified Insolvency and Restructuring Professional (CIRP) designation

Must Have Leadership Qualities:

- + **Be a Pacesetter** – Takes measured risks to execute on strategies and priorities that serve the “Good of BSI” and people we do business with.
- + **Future based** – Anticipates change, inspires others to adopt change and creates advocates for change.
- + **Cultural Steward** – Exemplifies BSI' values in all interactions which contribute to a healthy company culture.

- + **Lead with conviction** – Be a moral voice in the debt relief sector.
- + **Inspire Others** – Generate optimism, passion, and enthusiasm. Treat people with respect and dignity.

Why Should You Apply?

- + You will be part of a growing and dynamic Insolvency firm with offices in Alberta, Saskatchewan, British Columbia, and Ontario.
- + We offer on the job training with an opportunity for growth and professional development.
- + We offer a competitive salary with annual performance reviews, incremental increases and the opportunity to earn annual bonus for superior performance.
- + We have great benefits that include wellness days, paid vacation time, and a company matching group saving program.
- + We have a state-of-the-art gym in our building.
- + As an eco-friendly company, we support our employees by offering a company paid monthly transit pass.
- + Bromwich+Smith strives to be a steward in our communities. The firm volunteers time and resources to organizations such as the Ronald McDonald House and various other charitable causes, walks, and fund-raising activities that benefit those in need in our community.
- + We are passionate about helping individuals Rebuild their Worth!

How Should You Apply?

Send us your resume and cover letter through career@bromwichandsmith.com and tell us why you are the best fit for this role.

***We thank you for your interest in Bromwich+Smith. Only those candidates selected for an interview will be contacted.**