



McNamee-Lamb & Associates is an Executive Search and Human Resource consulting organization with direct executive level experience in the Manufacturing and Distribution, Banking, Financial Services and Insurance, Consumer Products and not-for-profit sectors. We strive to provide outstanding, high quality service to our clients and candidates who we represent in the sourcing, screening and final selection process. We know the importance of getting the “right fit” for both clients and candidates to be engaged in a successful and prosperous relationship. www.mcnameelamb.com

POSITION TITLE: Vice President, Finance & Administration

JOB CATEGORY: Finance and Accounting, Information Technology

INDUSTRY: Specialty Chemicals Manufacturing, North America

LOCATION: Mississauga, ONTARIO - - CANADA

DATE: September 12, 2013

The Role:

Reporting to the President and CEO, the VICE PRESIDENT FINANCE & ADMINISTRATION is accountable for the leadership of the financial operations and information systems throughout the company. The individual will understand “best practice” principles and the importance of working within and adhering to regulatory/GAAP requirements. The VICE PRESIDENT FINANCE & ADMINISTRATION will be engaged in developing strategy and will be accountable for assisting the President and CEO to create value for the owner by planning and flawlessly implementing key components of the company’s business plan.

The Organization:

Our client is a leading Canadian, privately owned manufacturing company providing industries with innovative, custom-designed industrial products. They have almost ninety years of experience and four North American manufacturing locations to produce chemical specialties, lubricants and acoustic materials. The organization serves a wide range of markets including construction and off-highway equipment, commercial vehicles, plastics, steel, rubber, metal-working and wire. The company is ISO/TS16949 certified and abides by the Responsible Care® code of ethics. Sales are between \$50 and \$100M. They are currently seeking a Vice President Finance & Administration to join the organization as a member of the executive leadership team. The successful individual will provide leadership and direction to Finance, IT and Human

Resources across the organization in the development of sound financial plans and strategies. S/he will build and sustain the capacity of the department and lead it in providing exemplary Human Resources and IT systems and sound financial stewardship. S/he will lead strategic planning organization wide, analyze return on investments and ensure the organization is appropriately resourced to achieve continued success. There are many operational success factors to the role but the long term success can only be achieved if the Vice President Finance & Administration is a true team player who can operate effectively at a strategic level in time horizons of 3-5 years. The successful individual will demonstrate the following key attributes:

- Comfort functioning within the realm of the most senior financial role of a small to mid-size complex North American manufacturing organization
- Ability to establish and build trust with people in an authentic and genuine fashion
- Comfort dealing, interacting and negotiating in a variety of industry associations and financial institutions in both Canada and the United States
- Comfortable in ambiguity with the ability to create structure and make decisions based upon sound principles and values
- Continuous learning mindset, curious and inquisitive along with a passion for continuous improvement with a goal to re-invent the organization
- Emotionally intelligent, enabling people to engage in the organizations vision and strategy
- Leadership success philosophy through coaching and developing talent while leveraging team strengths
- Collaborative and team minded with the ability to work “hands-on” and independently

KEY DUTIES and RESPONSIBILITIES:

- Design and facilitate the business planning/budgeting process with the management team
- Proactively identify leading edge practices for Finance & IT and present them to the executive team in a timely fashion
- Establish and continuously improve accounting, treasury and risk management policies and practices to ensure all financial operations meet or exceed regulatory/GAAP standards
- Manage Banking and Insurance relationships along with outsourced service providers
- Coordinate the company audits to ensure successful compliance and audit reports
- Lead and manage Human Resources initiatives across the organization
- Create and support a culture that attracts and retains top talent
- Recommend client service enhancements that maintain the company’s very high standards and ethics to improve our customers experience
- Recommend business development opportunities
- Analyze and report on monthly financial results against plan

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- Collaborate with leadership team to ensure planned initiatives are coordinated in every area of the company
 - Develop business cases for new systems/processes, products and strategic alliances and/or acquisitions. Hence, understand the due diligence process for Finance, IT and Human Resources
 - Assist in the design and implementation of processes to gather critical metrics on manufacturing, costing, sales and operations activities

Qualifications and Experience:

The successful candidate will have a CA, CMA or CGA designation, preferably with an MBA and 15 plus years experience at the executive level. North American manufacturing focused organization experience within the industrial products sector is required to fit this role. S/he will have a successful history of continuous learning and education in various areas of business along with the necessary technology skills to analyze, organize and present information for executive member education and decision making.

REQUIRED TRAVEL: ~ 30%

CONTACT: Bill McNamee-Lamb, Managing Director. Candidates who meet the job requirements will be contacted for an initial phone discussion to determine whether a meeting is required before presentation to the client organization. No Phone calls please.