



Director, Finance

Permanent/Full-time

Our District

Adjacent to Victoria on southern Vancouver Island, the Sooke School District is the fastest growing school district on Vancouver Island and one of the fastest growing districts in British Columbia. With a commitment to transformational growth and operational excellence, our vibrant workplace culture reflects the dynamic communities where we live, work, and play.

The District serves five municipalities: Langford, Colwood, Metchosin, Sooke and the Highlands and is on the traditional territories of the T'Sou-ke Nation, SCÍΛNEW (Beecher Bay) Nation, and the Nuu-chah-nulth: Paaʔčiidʔath (Pacheedaht) Nation. Some of our schools are located on the traditional territory of the MÁLEXEŁ (Malahat) Nation, and the Łəkʷəŋən peoples of Songhees and Esquimalt Nations.

The District is a major employer in our region, with over 2,300 educators and support staff serving more than 14,000 students and an annual budget that exceeds \$245 million. The Board of Education has developed a future-oriented Strategic Plan that focuses on three priority areas: Learning, Engagement, and Growth.

The Role

Located at the School Board Office at **3143 Jacklin Road in Langford**, the Sooke School District is currently seeking a permanent Director of Finance. This newly established leadership position provides an exciting opportunity to help shape the future of financial governance, internal controls, and financial systems within one of British Columbia's fastest-growing school districts.

Reporting to the Assistant Secretary-Treasurer, the Director, Finance provides strategic leadership and oversight of the District's financial operations, including financial reporting, planning, systems, and internal controls.

The position provides leadership to the Manager, Financial Services and Manager, Financial Planning & Analysis and is accountable for establishing and maintaining a robust internal control framework, strengthening financial governance, and ensuring the reliability, integrity, and transparency of financial information throughout the District.

The Director plays a key role in enhancing internal controls, strengthening financial systems and processes, and promoting a culture of accountability, risk awareness, and continuous improvement across the organization.

The Requirements

As an ideal candidate, you:

- Strives for **Personal Excellence**
- Thinks **Critically** and **Creatively**
- Builds **Relationships**
- Practices a **Growth Mindset**
- Effectively **Communicates** and **Collaborates**
- Models **Leadership Excellence**
- Uses a **Systems Thinking** Approach
- Cultivates **Community**
- Encourages **Employee Growth**
- Provides a **Strategic Direction**
- Fosters **Interconnectedness**

And have the required education and experience noted below:

- Chartered Professional Accountant (CPA) designation and in good standing
- Certified Internal Auditor (CIA) certification an asset
- Minimum of five (5) years of recent experience in a senior-level finance role, including demonstrated experience leading or conducting audits and/or internal control reviews
- Minimum three (3) years' experience in leading and supervising staff
- Demonstrated experience in designing and executing internal control testing, audit procedures, or compliance reviews
- Strong knowledge of accounting standards and internal control frameworks
- Extensive experience in using a variety of accounting software and human resources information systems; knowledge in Atrive ERP an asset
- Strong proficiency in using Microsoft Excel, Word, PowerPoint, Teams, Outlook, SharePoint, OneDrive, Power BI, and various internet-based applications
- Preference may be given to the candidates with experience in a public sector environment, particularly within the education sector

For a copy of the full job description, please email Dawn Israel, Human Resources Consultant at dpisrael@sd62.bc.ca.

Salary and Benefits

The starting annual salary range for this full-time position is \$135,932 to \$151,036. Initial placement within the range is based on related education and experience. We also offer a competitive benefits package, pension, vacation entitlement, and professional development opportunities.

Additional Information

Qualified candidates are requested to submit an online application on Make a Future at <https://buff.ly/aNCsviZ> including a cover letter, complete resume, copy of your CPA designation, and copies of any other applicable designations. Also include the names and emails for two references (current and past supervisors) who can speak to your skills and how they relate to this position.

If you require assistance, please see [How to Apply](#) for detailed instructions.

The deadline for submissions is **12:00 pm on Monday, September 21, 2026**.

We thank all those that apply; however, only candidates selected for further consideration will be contacted.