



INVICTUS GAMES

VANCOUVER • WHISTLER 2025

**Head of Finance
Executive Brief**

INVICTUS GAMES

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FOR MORE INFORMATION

The Invictus Games 2025 is working with KCI Search + Talent to recruit passionate and talented candidates for this important position. For more information about this exciting opportunity, please contact Ellie Rusonik, Vice President, KCI Search + Talent by email at IG2025Fin@kcitalent.com

*All inquiries and applications will be held in strict confidence. To apply, please send a resume and letter of interest to the email address listed above by **February 21, 2023**.*

Invictus Games 2025 welcomes and encourages applications from all qualified applicants. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Proof of vaccination may be required for activities the Head of Finance will be expected to attend such as events, meetings, and travel.

This role is a long-term contract position of approximately 2 years.

The salary for this position is \$130,000 - \$150,000. Comprehensive benefits are also provided.

INVICTUS GAMES

Head of Finance

THE OPPORTUNITY

The Vancouver Whistler Games Corporation, a Canadian not-for-profit organization established for the purpose of hosting the 2025 Invictus Games is building its leadership team for the Invictus Games in February 2025.

Reporting to the CEO, the Head of Finance will provide strategic and tactical financial leadership as it relates to budget and cost management, financial analysis, forecasting, cash flow management, financial planning, recordkeeping, and financial reporting.

The Head of Finance will work closely with the Board of Directors and in concert with the Games' senior leadership team including the leads for Marketing, Operations, and Commercial. With the ability to balance the urgent and important; triage and juggle multiple priorities; and work with rigour and accuracy, the incumbent will ensure the organization operates in a financially responsible manner.

The successful candidate will bring experience working with and reporting to diverse and complex funders including federal and provincial governments, corporate sponsors, and philanthropic supporters and will understand the unique needs and requirements of each.

The Head of Finance will hire and oversee a team of collaborative, high-performing professionals and provide leadership and coaching, creating a positive work environment in a purpose-driven culture.

This role is a long-term contract position of approximately 2 years.

The Invictus Games 2025 office is in Vancouver, British Columbia. As a flexible work environment, a combination of in-office and remote work is anticipated. As the Games approach, there will be an expectation to be in the office on a regular basis.

ABOUT THE INVICTUS GAMES

The Invictus Games Foundation was established following the success of the Invictus Games 2014. On a trip to the Warrior Games in the USA in 2013, HRH The Duke of Sussex saw first-hand how the power of sport can physically, psychologically, and socially help those suffering from injuries and illness. He was inspired by his visit and the Invictus Games was born.

The inaugural Invictus Games created a blueprint for inspiring many more 'wounded warriors' on their journey of recovery.



The word 'invictus' means 'unconquered'. It embodies the fighting spirit of wounded, injured and sick Service personnel and personifies what these tenacious men and women can achieve post-injury. The Games harness the power of sport to inspire recovery, support rehabilitation, and generate a wider understanding and respect for those who serve their country. The Invictus Games is about much more than just sport – it captures hearts, challenges minds, and changes lives.

The Invictus Games Foundation is the owner of the brand and the selector of future Host Cities. It exists to ensure that the Invictus Games continue to adhere to the high standards that have been set. It is responsible for sport & competition management, rules & categorisations, and branding. The Foundation is also the final arbiter on the inclusion of additional sports and Participating Nations.



The Foundation has presided over the transition from a one-off inspiring Games to a global movement allowing the 'Invictus Spirit' to positively influence all levels of society. People around the world have drawn inspiration from the competitors and their stories of resilience and determination.

THE INVICTUS GAMES VANCOUVER WHISTLER 2025

The year 2025 will mark the 80th anniversary of the end of World War II. The Armed Forces who fought, and those who continue to serve their nations, ensure the freedoms and democracy we all enjoy. In turn, they deserve our support and appreciation. The Invictus Games in 2025 will honor and raise awareness of their service, provide a new path on the journey of recovery and rehabilitation for those who may need it, and inspire others around the world with the tenacity, perseverance, strength, and determination of the Invictus Spirit.



The Invictus Games use the power of sport to inspire recovery, support rehabilitation, and generate a wider understanding and respect for wounded, injured and sick servicemembers and Veterans. In February 2025, over 75,000 people worldwide will take over Vancouver and Whistler for the Invictus Games, including active servicemembers, Veterans, and their families from over 20 nations.

It is planned to be the first hybrid Games to feature both summer and winter adaptive sports, including the new winter sports: Alpine Skiing, Skeleton, Wheelchair Curling, and Nordic Skiing, in addition to the core Invictus Games sports of indoor rowing, sitting volleyball, swimming, wheelchair rugby, and wheelchair basketball.

True Patriot Love is working with the Government of Canada, the Province of British Columbia as Founding Partners of the Invictus Games Vancouver Whistler 2025 and with First Nations in Vancouver and Whistler to ensure the Invictus Games 2025 will be the most innovative and accessible Games to date.

To deliver the funding required for the operation of the Games a mixed revenue strategy incorporating Federal Government support, Provincial Government support, Municipal support, corporate sponsorship, Value in Kind contributions, private and family philanthropy, and ticketing and merchandise has been developed. \$30M in Federal and Provincial funds have already been committed towards an overall target of \$41.5M.

Invictus 2025 Vision:

To take the Invictus Games to new heights through the unrivaled power of sport, innovation, and the strength of community.

The 2025 vision provides a direct correlation to the Invictus Games Foundation Pillars:

Inspire

- The New Hybrid Sports Format
- Adaptive Sports Year Round



Improve

- Family and Friends Role in Recovery Support
- Veterans' Employment

Influence

- Diversity and Inclusion
- Adaptive Snow Sports Research

First Nations Engagement

The Invictus Games 2025 will be held on the traditional territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwxwú7mesh (Squamish), Səl̍ilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations and Líl̄wat Nation (Lil'wat). The Invictus Games 2025 are working closely to ensure they respond to Canada's Truth & Reconciliation Commission Calls to Action, and ensure Indigenous protocols are respected in all aspects of the Games.



Incorporating Indigenous artists, creators and storytellers throughout Vancouver 2025 to contribute meaningfully to Canada's commitment to achieving reconciliation with First Nations peoples and alignment with the UN Declaration on the Rights of Indigenous Peoples will be a key priority.

The First Nations, Inuit and Métis of Canada have a long and proud tradition of military service to our country. While exact numbers are uncertain, it has been estimated that as many as 12,000 First Nations, Métis and Inuit people served in the conflicts of the 20th century, with at least 500 of them sadly losing their lives. In addition, many Indigenous Canadian Armed Forces members saw duty in Afghanistan during 2001-2014. Reinforcing the position of the First Nations in Canada, with emphasis on highlighting the role of Indigenous service personnel, and the extraordinary service of Indigenous Veterans through history will be a core element of the 2025 Games.

BOARD OF DIRECTORS

Nick Booth (Ex-Officio) CEO, True Patriot Love Foundation

Genevieve Bonin Board Member, True Patriot Love Foundation. Partner, BCG

Keith Bridge President and CEO, Team Sales Victoria

Michelle Collens Senior Manager, Sport Hosting Vancouver

Shaun Francis Chair, True Patriot Love Foundation. President & CEO, Medcan

Matthew Kelleher Board Member, True Patriot Love Foundation. Partner, McCarthy Tétrault LLP

Natalie Marchesan SVP, Global Head of Procurement & CAO Shared Services, RBC

Owen Matthews Chair, Alacrity Canada

David Mullen Managing Director, Highland West Capital

Mark Poweska CEO, Enmax

Duncan Sinclair Chair, Deloitte Canada/Chile

Government of Canada (Non-voting) Veterans Affairs Canada

Government of British Columbia (Non-voting) Ministry of Tourism, Arts, Culture & Sport

ADDITIONAL INFORMATION

[Invictus Games 2025 Announcement](#)

[Our Story](#)

[Governance](#)

[Our Partners](#)

[FAQ](#)

[News & Blogs](#)

[Invictus Games 2025 CEO Announcement](#)

[Invictus Games 2025 Video Announcement](#)

[Invictus Games 2025 Funding Announcement](#)

[The Invictus Games Foundation](#)

KEY DUTIES & RESPONSIBILITIES

Strategic & Financial Planning

- Provide strategic and financial leadership to ensure the organization operates in a financially responsible manner
- Oversee the management, coordination, and production of all financial reporting activities including timely provision of budgets, revenue/expense reconciliations and reporting, financial reporting, and financial trends to the CEO and Board
- Develop and implement the procurement strategy; ensure procurement is conducted in accordance with all regulations that may apply

Financial Management

- Oversee management of the day-to-day financial, tax and accounting affairs within established guidelines
- Ensure the implementation of multi-year/annual budgets and direct and monitor the activities and resources of the business, consistent with the strategic direction, financial parameters, and operating objectives
- Ensure the accuracy, completeness, integrity, and appropriate disclosure of financial statements
- Ensure compliance with all regulatory requirements for the organization's financial information, reporting, disclosure requirements, and internal controls
- Implementation and monitoring of processes and systems for:
 - Transaction processing including accounts payables and receivables, travel and expenses claims, billing, bank reconciliation
 - Payroll processing
 - Billing management and systems
 - Tax planning and filings
 - Cash management
- Ensure appropriate financial, risk, accounting, and auditing policies and procedures are developed, maintained, approved, and disclosed, as appropriate
- Lead the preparation and management of the internal audit function and supervise the external audit process to be completed 60 days following the Games

- Play the lead role in matters related to banking negotiations, investment of funds, taxation policies, and development of management accounting systems and controls

Financial Governance

- Keep the CEO and the Board informed on all financial risks
- Manage the audit process ensuring risks are identified and managed effectively
- Effectively manage fiscal compliance issues
- Implementation of risk management and compliance protocols/processes to provide appropriate monitoring and assessment aligned to any regulatory or legislative requirements
- Ensure compliance with statutory reporting obligations and responsibilities including:
 - Monthly, quarterly, and annual reporting
 - Budget vs actuals reporting
 - Oversight of the bookkeeping and payroll functions
 - Reporting requirements

Leadership

- Hire and oversee the team and provide leadership and coaching through the creation of a positive, collaborative and purpose-driven culture
- Ensure clearly defined roles and responsibilities for all individuals being recruited into the organization
- Accountable for appropriate allocation of resources to fulfill the organization's initiatives and objectives within the constraints of the agreed project budget
- Clear accountability processes, best practices, performance reviews, and succession or resiliency/retention plans are in place and effectively utilized

QUALIFICATIONS & REQUIRED COMPETENCIES

- A positive track record at an executive or senior management level in accounting or finance with experience in or understanding of non-profits/charitable organizations
- Chartered Professional Accountant (CPA) in good standing
- Demonstrated proficiency with financial reporting, adhering to funding arrangements for, and in cooperation with the federal and provincial government and other complex funders
- Proven experience building successful relationships with a Board of Directors, CEO and executive leadership team, and other key strategic partners
- Financial and business acumen with exceptional analytical skills
- Governance, compliance, and risk assessment capabilities – ability to calculate risk and manage/mitigate it, putting in appropriate mechanisms and controls
- Proven ability to design, implement, manage, and make sound business decisions; analyze issues and use logic and reasoning to assess problems and identify workable solutions
- Values-based, inspirational leadership skills with proven ability to build high-performing teams
- Team player - fosters an environment of open communication and focuses on aligned goals and achieving the strategic objectives as a team
- Exceptional communication and interpersonal skills
- Demonstrated ability to develop and manage relationships in a diverse, multi-stakeholder environment
- Results-focused with the ability to operate in a deadline-driven, high-pressure environment
- A passion for and commitment to making a positive, meaningful impact on the lives of military members, Veterans, and their families
- Post-secondary degree in finance, accounting, business, or other such relevant areas of knowledge in a related field or a combination of skills and experience

BIOGRAPHY

Peter Lawless – CEO, Invictus Games 2025



Highly respected in Canadian sport, Peter has devoted his life to the Olympic and Paralympic movement, helping athletes realize their potential and achieve their dreams. A former Vice President of the Canadian Olympic Committee, and current Director of the Canadian Paralympic Committee, Peter has been responsible for helping to shape the strategy and direction for sport in Canada, ensuring continued podium success and the advancement of Olympic and Paralympic values throughout the Canadian sporting community.

Deeply involved with the Canadian Forces' program for ill and injured service personnel, SoldierOn, Peter has been a part of every Invictus Games since 2016 in roles from serving as the Head Coach of the Canadian Team to being a key member of the bid committee that was awarded the Invictus Games Vancouver Whistler 2025.

As an athlete, a Chartered Professional Coach, and an administrator, Peter believes in using the power of sport to change lives. A recipient of BC's Medal of Good Citizenship (2017) and the Queen's Diamond Jubilee Medal (2012), Peter is a four-time winner of the National Coaching Excellence Award and was B.C.'s Coach of the Year in 2016 and 2012. Having worked with athletes and coaches at every level in sport from grassroots to high performance, Peter is one of the most respected coaches in Canadian sport. Peter's athletes have broken 28 world records and won 15 Paralympic and World Championships medals.

As a lawyer, Peter has provided legal representation to sports organizations, athletes, and coaches involved in doping, selection, and other sports-related disputes and presently serves as an arbitrator for the Sport Dispute Resolution Centre of Canada. He has also appeared as counsel before the International Court of Arbitration for Sport centered in Lausanne, Switzerland. Additionally, Peter has published articles on harassment and morality in sport and taught post-secondary courses in dispute resolution, civil procedure, drafting and ethics in sport. He is also a frequent presenter at Continuing Legal Education seminars.
