

**JOB DESCRIPTION**  
**Chief Operating Officer**  
**Weldon McInnis**

**About the Position**

The Chief Operating Officer (“COO”) has primary responsibility for business and non-legal aspects of the firm. Reporting to the partners through the Management Committee, the COO will have overall responsibility for finance and accounting, technology, human resources, facilities, communications, marketing, and administration. Overall responsibilities extend from day-to-day business issues to longer term issues and strategic planning.

**Key Success Factors**

The COO must establish and maintain productive, cooperative, and mutually respectful relationships with the partners, and be perceived as a credible and trustworthy colleague whose judgment is respected by the partners.

The COO must understand and be comfortable in a professional services environment. Experience and skill in managing all levels of human resources is of key importance. He or she will value and respect the contributions made by all employees and will encourage personal and professional development at all levels of the firm.

The COO must be a forward-looking professional with the ability to think strategically to ensure the firm has the resources and business discipline necessary to grow and prosper. They must be comfortable in implementing and executing decisions of the Management Committee, as well as formulating and suggesting strategic and tactical issues.

**Responsibilities**

**Finance and Accounting**

- Manages day-to-day financial and accounting functions, including payables, receivables, billings, payroll, and cash management for Weldon McInnis and all related entities.
- Ensures the timely preparation of monthly and annual financial statements, cash flow statements, and any other reports deemed necessary by Management Committee.
- Manages the firm’s trust accounting and reporting to Nova Scotia Barristers’ Society.
- Prepares annual operating and capital budget.
- Oversees the firm’s cash flow and overall financial position.
- Coordinates annual financial statement preparation with the firm’s outside accountants.
- Manages the firm’s banking relationships, including the negotiations of loans as necessary.

## **Human Resources**

- Manages all staff recruitment and hiring activities including interviewing, selection, on-boarding, and training.
- Coordinates all staff performance reviews and salary reviews.
- Manages the employee health and benefits plan.
- Participates and supports the Personnel Committee.
- Ensures the human resource policy manual is developed, maintained, and followed.

## **General Management**

- In cooperation with the Management Committee, develops strategies to manage and support the growth and success of the firm.
- Ensures the Management Committee has all the necessary information to make effective decisions in a timely fashion.
- Develops and maintains all operating and administrative procedures and policies of the firm.
- Coordinates (and attends if necessary) all meetings involving the full Partnership, lawyers, and various committees of the firm, including agenda preparation, minutes, and follow up.
- Administers the firm's various professional liability insurances.
- Oversees all office administration including records management, space utilization, facilities, maintenance, office services, insurance, purchasing, mail and messenger services, and special projects.
- Supports all marketing and business development activities of the firm including website, advertising, events, newsletters, and communication.
- Maintains files related to complaints and claims (if any) filed against the firm through Nova Scotia Barristers Society.

## **Technology**

- Oversees all technology including hardware, software, telecommunications, and other tools that provide the necessary information and technical support to meet the firm's business needs.
- Ensures that new and emerging technologies are assessed to determine their potential value to the firm.
- Supervise the training of staff (including lawyers) on how to use the firm's technology and its applications in the most productive way.

## **About the Person**

The successful candidate must operate comfortably across a broad spectrum of responsibilities including hands-on financial and administrative work to issues involving information technology, human resources, business judgment, and strategic planning.

The COO will engender confidence and credibility by virtue of their presence, demeanor, leadership skills, and professional qualifications.

It is anticipated that the successful candidate will possess the following personal characteristics and capabilities:

- Strong administrative, management, and leadership abilities.
- Ability to work with limited direction and provide direction and guidance to other staff.
- Capable of handling multiple priorities.
- Must be able to analyze issues, anticipate consequences, make decisions, and initiate action.
- Ability to communicate complex information effectively, both orally and in writing, to all levels of the firm.
- Able to build consensus and work in a collaborative manner.
- Capable of dealing with difficult situations and people.
- Ability to encourage and motivate employees while maintaining consistent office practices and procedures.
- Must be highly organized and self-directed in approach to work.
- Must be able to manage administrative support staff to accomplish their objectives and goals.

The successful candidate should have a significant experience in a financial or general administrative role in a professional services firm and be comfortable working in a law firm environment. A professional accounting designation (CPA) or an MBA is preferred for this position.