



Where childhood thrives, war does not.

<b>Position Title</b>	<b>Controller</b>
<b>Location</b>	The organization is based in Toronto, Canada with work from home arrangements. The successful candidate will also need to travel regularly to Toronto for staff meetings, if based outside the GTA.
<b>Reporting</b>	Vice President, Finance & Operations
<b>Contract</b>	Full-time, Permanent
<b>Background</b>	War Child Canada is a registered Canadian charity based in Toronto that works with war-affected communities to help children reclaim their childhood through access to education, opportunity, and justice. War Child Canada has over 15 years of experience working in communities in conflict and post-conflict zones. All work is implemented in direct partnership with local communities, local NGOs and other stakeholders using a child-centered approach. War Child Canada works in Afghanistan, Iraq, Uganda, DRC, Sudan, and South Sudan.
<b>Position summary</b>	The Controller will be responsible for the monthly, quarterly, and annual close and reporting process for global operations. The Controller will also be responsible for ensuring compliance with statutory requirements, overseeing the budgeting and forecasting process, leading financial software implementations and implementing policies, internal controls and process improvements.
<b>Responsibilities</b>	<p><b><u>Job Responsibility #1: Accounting &amp; Reporting</u></b></p> <ul style="list-style-type: none"> <li>• Responsible for the monthly, quarterly, and annual consolidation and close process for global operations</li> <li>• Prepare/review journal entries, account reconciliations and trial balances</li> <li>• Responsible for internal and external reporting</li> <li>• Prepare variance analysis against budgets and forecasts</li> <li>• Prepare various filings such as T3010, HST/GST, Charity Tax rebate etc.</li> <li>• Ensure compliance with all statutory requirements</li> <li>• Lead the external audit and support project audits</li> <li>• Support the grants compliance and Country Office teams as needed</li> </ul>

	<p><b><u>Job Responsibility #2: Budgeting and Forecasting</u></b></p> <ul style="list-style-type: none"> <li>• Oversee the budgeting and forecast process, including the consolidation of the budget and forecast</li> <li>• Oversee cash flow forecasting</li> </ul>
	<p><b><u>Job Responsibility #3: Other</u></b></p> <ul style="list-style-type: none"> <li>• Build financial capacity across the global organization through mentoring, training and support</li> <li>• Responsible for the implementation of policies and internal controls</li> <li>• Identify opportunities to improve processes and create efficiencies</li> <li>• Finance Lead for software implementations</li> <li>• Oversee the tax receipting process with multiple departments</li> <li>• Other ad-hoc duties as required</li> </ul>
<p><b>Qualifications</b></p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• CPA designation required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years work experience in a finance department/ and or audit firm</li> </ul> <p><b>Skills and Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Solid understanding of Accounting Standards for Not-for-Profits (ASNPO) or Accounting Standards for Private Enterprises (ASPE)</li> <li>• Experience coaching and mentoring team members</li> <li>• Experience with the implementation of Accounting software</li> <li>• Experience with process improvement</li> <li>• Knowledge of CRA rules related to charities etc. would be considered an asset</li> <li>• Experience with grant compliance would be considered an asset</li> <li>• Experience working with external auditors or in an audit firm</li> <li>• Excellent organizational skills and ability to work well under pressure to meet deadlines</li> <li>• Demonstrated experience in problem solving</li> <li>• Advanced level Excel skills and analytical skills</li> <li>• High attention to detail and accuracy</li> </ul>
<p><b>Compensation</b></p>	<p>A highly competitive compensation package will be provided, commensurate with experience and qualifications.</p>
<p><b>Application process</b></p>	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: <a href="mailto:jobs@warchild.ca">jobs@warchild.ca</a></p> <p>Please ensure your application email has the subject heading of ‘Controller – [insert your name]’</p>

	<p>Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada’s Child Safeguarding Policy and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally entitled to work in Canada. War Child Canada will not provide relocation support.</p> <p>For more information about War Child Canada, please visit <a href="http://www.warchild.ca">www.warchild.ca</a></p>
<b>Deadline</b>	Rolling basis