



Where childhood thrives, war does not.

<b>Position Title</b>	<b>Director/Vice-President, Finance and Administration</b>
<b>Start Date</b>	As soon as possible
<b>Location</b>	War Child Canada Headquarters, Toronto (with current work from home arrangements)
<b>Reports to</b>	Chief Operating Officer
<b>Background</b>	War Child's mission is to help children in war-affected communities reclaim their childhood through access to education, opportunity and justice. War Child takes an active role in raising public awareness around the impact of war on communities and the shared responsibility to act. By providing access to education, opportunity, and justice, War Child gives children in war-affected communities the chance to reclaim their childhood and break the cycle of poverty and violence. Since 1999, our innovative and globally-recognized programs have grown substantially, benefiting hundreds of thousands of children and their families every year, evolving to a twenty-million-dollar organization.
<b>Position summary</b>	<p>Reporting to the Chief Operating Officer, this position will help lead a dynamic and diverse team in Canada and internationally. The position provides overarching responsibility for the effective financial and administrative management of the organization, to help build the organization as a dynamic, thriving, and innovative development/humanitarian agency that is responsive to war and conflict through high-quality programs. The position develops, provides oversight to, and manages the accounting and financial functions of the organization to ensure compliance to generally accepted accounting principles, regulatory requirements, institutional grant reporting, and auditing standards. Additionally, the position ensures the effective administrative functioning, including operational and human resources oversight. As a member of the Senior Management Team, the position will contribute to War Child Canada's strategy and vision, manage and mobilize staff teams, foster operational excellence, and help create a dynamic workplace culture.</p> <p><i>Please note: the title will be confirmed upon completion of the process, according to the level, experience and qualifications of the successful candidate.</i></p>

<p><b>Responsibilities</b></p>	<p><b>Controls</b></p> <ul style="list-style-type: none"> <li>▪ Maintains appropriate internal control safeguards to ensure activities are in accordance with established legal, contractual, and regulatory fiscal requirements, best practices, and internal policies.</li> <li>▪ Ensures all necessary financial policies, controls, and standard operating procedures are properly implemented.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Manages and maintains all revenue, expenditure, and accounting systems, entries, cash flow, monthly, quarterly, and annual reporting and reconciliations.</li> <li>▪ Provides financial performance management reporting and analysis, ensuring effective financial monitoring against budgets and forecasts.</li> <li>▪ Develops and implements financial performance dashboards, oversight of reporting, and variance analysis.</li> </ul> <p><b>Budgeting</b></p> <ul style="list-style-type: none"> <li>▪ Provides strategic guidance around sustainability, reserves, investments, and capital planning to support War Child Canada’s growth needs.</li> <li>▪ Develops annual and long-term budgets, forecasts, and financial management reports for internal monitoring and external donors.</li> <li>▪ Provides input into new programs, projects, and business models from a strategic, risk management, financial, and internal control perspective.</li> <li>▪ Oversight of financial budgeting, forecasting, and annual budget planning across all departments.</li> <li>▪ Works with the COO to develop and implement restricted revenue and recovery strategies to underpin long-term strategy and growth plans.</li> </ul> <p><b>Accounting and Audit</b></p> <ul style="list-style-type: none"> <li>▪ Lead the Finance and Accounting team on monthly close, accounting, bank reconciliations, audit, cash flow, and tax.</li> <li>▪ Oversight of all external audits, including implementation of audit recommendations and learnings.</li> </ul> <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>▪ Contributes to risk management and risk mitigation approaches</li> </ul> <p><b>Systems Strengthening and Capacity Building</b></p> <ul style="list-style-type: none"> <li>▪ Conducts comprehensive internal reviews and assessments to strengthen systems, procedures, and capacity.</li> <li>▪ Strengthens and oversees the implementation of relevant policies, procedures, and systems including financial management, procurement, control, and risk management to maximize performance and minimize organizational risk.</li> <li>▪ Builds financial team capacity across the organization including international operations through mentoring, training, and support.</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>▪ Develops and strengthens policies and procedures in compliance with statutory requirements for Ontario and countries of operation.</li> <li>▪ Works with the COO to develop and implement operating standards and KPIs for global operations aligned to long-term strategies.</li> <li>▪ Build structures and systems that strengthens collaboration and standardization.</li> </ul>
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	<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>▪ Directs Human Resources activities, develops relevant policies, and oversees the implementation of all HR services and programs.</li> <li>▪ Oversees payroll processes for the Head Office and global staff team.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>▪ Manage third-party vendors and consultants, such as those related to leases, insurance, and building management.</li> <li>▪ Oversee administrative functions to ensure efficient and effective systems and procedures.</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ CPA (CA or CGA) highly desired with minimum ten years post designation experience.</li> <li>▪ Fast and flexible learner and proven team leader.</li> <li>▪ Operationally oriented, senior-level finance professional and strategic thinker with a strong entrepreneurial drive.</li> <li>▪ Strategic acumen and global thinker, to understand the goals, needs, and programs of the organization and to translate them into plans that support War Child Canada.</li> <li>▪ Outstanding oral and written communication skills and relationship building skills to collaborate with those from all backgrounds.</li> <li>▪ Experienced with high growth and high demanding, deadline driven environments.</li> <li>▪ Business Financial Translator. Ability to take complex reports and turn them into actionable business insights/opportunities.</li> <li>▪ Action Oriented. Entrepreneurial. Enjoys working hard and taking on challenges.</li> <li>▪ Experience of compliance with Canadian (CRA) and US 501(c)(3) regulatory frameworks for non-profits.</li> <li>▪ Experience of donor compliance frameworks such as Global Affairs Canada, US Government, and other institutional donors (desirable).</li> </ul>
<p><b>Travel Required</b></p>	<p>Occasional travel to War Child Canada’s country operations, according to need, when permitted</p>
<p><b>Application process</b></p>	<p><b>Interested applicants are invited to send a curriculum vitae and an accompanying cover letter electronically to:</b></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 ‘Director/Vice-President Finance and Administration– [insert your name]’</p> <p>Only those applicants selected for an interview will be notified. We regret we are unable to 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</p>

	<p>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 eligible to work in Canada. War Child Canada will not provide any 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>	Deadline for applications: 7 December 2020