



Where childhood thrives, war does not.

Position Title	Senior Grants Compliance Manager
Location	Toronto, with occasional travel to War Child Canada's countries of operation when allowed, with current work from home arrangements.
Reporting	Vice President, Finance & Operations
Contract	Permanent
Background	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.
Position summary	The Senior Grants Compliance Manager leads the Grants team at War Child Canada to effectively manage donor agreements and management of multi-year country-level budgets and spending. Additionally, the Senior Grants Compliance Manager responsible for the development of new restricted budgets, maintaining oversight of all restricted funding, provides analysis, strengthens grant management and compliance systems and oversees grant reporting in close co-ordination with grant, finance and program staff.
Responsibilities	<p>Restricted funding oversight and analysis</p> <ul style="list-style-type: none"> • Maintains oversight of all restricted funding and conducts multi-year analysis including cost recovery to strengthen War Child Canada's programming and operations, in accordance with growth plans and country strategies. • Manages and maintains oversight of all cost-share obligations. <p>Project Compliance and Audit</p> <ul style="list-style-type: none"> • Responsible for contract and project administration, ensuring proper record keeping for all donor contracts, reporting, close-outs and donor audits. • Ensures grants and allocations are implemented in compliance with relevant donor contracts and War Child Canada policies, regulations, and allowable costs. • Responsible for the review of donor agreements and contracts with the International Programs Team

- Responsible for communication of donor requirements to country office and HQ teams.
- Oversees sub-granting including compliance, implementation, and close-out of sub awards.
- Closely monitors project spending and cost allocations, liaising with finance and program staff as needed on project audits and recovery management.
- Oversees War Child Canada's partnership management cycle including pre-award assessments, partnership agreements and other relevant documents, ensuring compliance with grant agreements.
- Oversee the successful coordination and completion of donor and country office audits
- Establish internal audits in country offices
- Carry out periodic field level financial reviews

Grant Reporting Oversight

- Oversight for the submission of accurate financial reports for all grants in coordination with grant, finance and program staff, ensuring financial reports align to narrative reporting
- Oversees the timely submission of payment requests to donors, tracking all restricted revenue and collection of donor revenues.

Country Budget Development and Oversight

- Works with country offices and head office staff to manage, monitor and reforecast country-level budget projections and spending.
- Maintains a complete overview of all restricted funding including multi-year projections and pipeline tracking, in coordination with other finance and program staff.

Systems Strengthening

- Strengthens War Child Canada's Grant Management framework, structure and processes including the design and development of procedures, budgeting, and grant management tools.
- Supports the development of organizational systems and policies to ensure project compliance and consistent application with donor rules and regulations.
- Build financial capacity across the global organization through mentoring, training and support

Project budget development and narratives

- Oversees the development of new project budgets and budget narratives for grant funding aligned to donor requirements, in accordance with long-term country projections, cost-share obligations and cost recovery requirements.

Qualifications	<p>Education</p> <ul style="list-style-type: none"> • Degree in finance, accounting, business, public administration, or relevant subject. <p>Experience</p> <ul style="list-style-type: none"> • Minimum five years financial management experience of restricted donor revenue within an NGO, charitable or non-profit organization, preferably an international organization. • Experience in negotiating, implementing, and closing contractual obligations with government and institutional donors. <p>Knowledge and Technical Skills</p> <ul style="list-style-type: none"> • Technical knowledge of institutional donor rules, regulations and compliance such as US Government (2 CFR 200, 2 CFR 600) and the Government of Canada. • Excellent financial management skills with experience of budgeting, allocations, cost recovery principles and GAAP. • Demonstrated ability in developing and implementing financial systems and procedures. • Proven ability to train, support and mentor non-finance staff. • Ability to analyze financial data, with excellent analytical and problem-solving skills and strong attention to detail. • Strong organizational skills including the ability to simultaneously manage multiple priorities • Willingness and ability to travel internationally to War Child Canada's countries of operation.
Competencies/ Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Diplomacy and negotiation skills. • Ability to work well with a team. • Adaptability and flexibility.
Contacts/ Key Relationships	<ul style="list-style-type: none"> • External institutional donors • Vice President, Finance & Operations • Internal Grant Managers and Finance staff • Country Directors and key program staff <p><u>Direct reports:</u> Grant Managers <u>Indirect Reports:</u> Countries of Operation</p>
Compensation	A highly competitive compensation package will be provided, commensurate with experience and qualifications.
Application process	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: jobs@warchild.ca</p> <p>Please include your salary expectations in your cover letter.</p>

	<p>Please ensure your application email has the subject heading of 'Senior Grants Compliance Manager' – [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 www.warchild.ca</p>
Deadline	Rolling recruitment