



Job Posting – Director of Finance

The Inter-Council Network (ICN) is a coalition of the eight Provincial and Regional Councils for International Cooperation. These independent member-based Councils are committed to global social justice and social change, and represent nearly 400 diverse civil society organizations (CSOs) from across Canada. The ICN provides a national forum in which the Councils collaborate for improved effectiveness and identify common priorities for collective action. Rooted in communities across Canada, we are leaders in public engagement at a local and regional level, and are recognized for bringing regional knowledge and priorities to the national level.

As part of the ICN, the Manitoba Council for International Cooperation (MCIC) supports, connects, and amplifies the work of our members and partners, directly engaging and collaborating with Manitobans for global sustainability. As a coordinating structure, we promote public awareness of international issues, foster member interaction, and administer funds for international development.

MCIC, on behalf of the Inter-Council Network, is launching an innovation initiative named **FIT - Fund for Innovation and Transformation/le Fonds pour l'innovation et la transformation**, to test innovative solutions to development challenges. Its purpose is to advance the effective use of and learn from innovative solutions that will improve the lives, equality and empowerment of women and girls, their families and communities in the Global South.

ICN is seeking a qualified and experienced individual, preferably bilingual, to join this exciting new initiative in the role of Director of Finance.

Job Profile

Reporting to the Executive Director of MCIC, the **Director of Finance** will oversee the accounting operations of MCIC, and in particular the FIT program in accordance with Global Affairs Canada standards. In conjunction with the Executive Director and the Director of Innovation, FIT, this position will be responsible for all of MCIC's and FIT's financial activities, including budgeting, forecasting, account reconciliation and reporting statements of financial position, and on an ongoing basis, will oversee accounting activities related to income auditing, accounts payable processing, accounts receivable collection, tax compliance and payroll for FIT and MCIC staff.

This is a full-time position based in Winnipeg, Manitoba for a term of up to five (5) years. Some domestic and international travel may be required.

Qualifications

Required:

- Chartered Professional Accountant (CPA) certification or equivalent
- Minimum 5 years' accounting/finance experience in the not-for-profit, public and/or private sector
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.
- Excellent organizational skills and attention to detail
- Strong interpersonal skills, with the ability to work cooperatively with others to set and achieve goals
- Cross-cultural and gender sensitivity
- Commitment to MCIC's Development Principles
- Strategic and analytical thinking skills and problem-solving skills
- Effective time management skills
- Demonstrated proficiency in accounting software, word-processing, email and database and spreadsheet software (including Microsoft Office)
- Ability to work under pressure in a fast-paced work environment
- English language fluency; fluency in French strongly preferred
- Must be legally entitled to work in Canada

Preferred:

- Knowledge of international development organizations
- Knowledge of the Canadian NGO community, funding, and government policies, Results Based Management, and Performance Measurement Framework
- Experience developing accounting policies and procedures
- Understanding of a human rights-based approach to development

Primary Duties and Responsibilities

Financial Activities – FIT (80%)

- Develop policies and procedures to ensure adherence to accounting and Global Affairs Canada Standards
- Work with the Director of Innovation to prepare and manage a comprehensive budget for FIT
- Prepare financial reports for Global Affairs Canada, MCIC and ICN
- Assess budgets of FIT project proposals
- Develop and review proposed fund schedule for project contribution agreements for small and medium organizations (SMOs), and ensure legal requirements are adhered to in relation to these agreements
- Manage the fund disbursement process for the FIT program
- Review financial reports of projects
- Work with consultant to develop financial plan portion of Project Implementation Plan (PIP) for Global Affairs Canada
- Prepare a draft budget for review by the Executive Director, the Finance Committee and the Board of Directors of MCIC and the ICN

- Provide financial guidance for FIT Program Officers

Financial Activities – MCIC (20%)

- Maintain the general ledger and oversee financial accounting systems for cash management, accounts payable and receivable, deposits and petty cash
- Reconcile bank and investment accounts
- Prepare annual charitable return
- Prepare and submit GST returns
- Oversee the management of all payroll functions
- Oversee the management of employee insurance and benefits plans
- Assist Executive Director and MCIC program staff with preparation of budgets for funding applications

Financial Planning and Reporting

- Develop accurate financial statements and reports and maintain MCIC accounts in accordance with generally accepted accounting principles
- Ensure MCIC's statutory requirements are met including charitable status, withholding payments (CPP, EI), income tax, GST and employee benefits
- Prepare supporting information for the annual audit and liaise with external auditors as necessary
- Document and maintain complete and accurate supporting information for all financial transactions
- Confirm financial information in connection with member agency audits
- Oversee the management of all leases, contracts and financial commitments of the MCIC office
- Plan and coordinate logistics for meetings of the Treasurer and Finance Committee
- Attend Board meetings and the Annual General Meeting to assist the Executive Director and the Board Treasurer with financial reporting as needed.

Further Responsibilities

- Evaluate software needs to meet MCIC's and FIT's financial data processing, control and reporting requirements
- Respond to requests for accounting information in a timely, professional manner
- Uphold the mission statement and values of MCIC

Additional duties as required

Working Conditions

- 37.5 hours per week
- Office environment on site at MCIC in Winnipeg, Manitoba.
- May be required to work evenings, weekends or additional hours to accommodate activities such as meetings or representing FIT at public events
- Domestic and international travel may be required

Position: Full-time term

Salary: \$76,000-\$82,000 plus benefits

Application Deadline: January 31, 2019

Start Date: As soon as possible

Please submit a cover letter and resume by email to jobs@mcic.ca by January 31, 2019. Please indicate in the subject line the title of the position you are applying for.