



## **JOB POSTING – Program Finance Manager**

<b>Organization:</b>	Right To Play International
<b>Department/Division:</b>	Program Finance
<b>Work Location:</b>	Toronto, Canada or London, UK
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	Canada or UK (Eligible to work legally without requiring sponsorship or work permit)
<b>Target Hiring Range:</b>	CAD 63,000 – 68,052 / GBP 38,000 – 42,804 per annum (dependent on successful candidate's work location)
<b>Target Start Date:</b>	Immediate
<b>Contract Duration:</b>	Full-time / Permanent
<b>Application Closing Date:</b>	May 29, 2023 23:59 EDT

### **ABOUT US:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.



Phone: + 1 416 498 1922



Mailing Address: PO Box 108, Toronto Adelaide Retail, Toronto, ON M5C 2H8  
Street and Courier Address: 43 Front St E, Unit 200, Toronto, ON M5E 1B3



Website: [righttoplay.com](http://righttoplay.com)

## ROLE SUMMARY:

The Program Finance Manager reports directly to the Global Director, Program Finance and will support on global annual budgeting, forecasting, revenue recognition and planning processes, as well as managing global financial risks. You will support the preparation of proposal budgets and financial reports for grants that are assigned to Right To Play (RTP) Global Headquarters (HQs) as well as the National Offices in North America and Europe, and help in building the program financial capacity of the various other units in Europe, Africa, Middle East and Asia.

You may travel to other RTP countries of operation. Occasional weekends and evenings may also be expected.

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## WHAT YOU'LL DO:

### #1: Grant Budgeting and Financial Reporting (40% of Time):

- Designs, generates and analyses grant budgets to ensure RTP's and donor policies are followed properly
  - Ensures timely and accurate reporting to donors through introducing new and improved reporting mechanisms
  - Ensures that internal management reports are prepared and circulated in a timely manner
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### #2: Annual Field Program Budgeting and Forecasting Cycles (30% of Time):

- Supports the Global Director, Program Finance in preparing, reviewing and finalising annual field and HQ budget preparation
  - Prepares and coordinates with finance team on budget data set preparation and upload into SAGE/D365
  - Supports the Senior Manager, Program Finance in annual forecasting through revision and circulation of forecast templates
  - Ensures timely and accurate consolidation of forecast budget
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### #3: Training and Capacity Building (15% of Time):

- Works with field Finance Managers and other relevant staff in building their capacity in the areas of proposal budgeting, compliance and reporting
  - Helps the Global Director, Program Finance in developing and rolling out new policies and procedures around grant management, budgeting, and revenue recognition
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### #4: Global Revenue and Expense Scenarios (10% of Time):

- Supports the Global Director, Program Finance in mid-year and annual revenue recognition
  - Reviews and advises the Global Director, Program Finance on eligible and in-eligible expense from a donor perspective
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## #5: Other Tasks as Assigned (5% of Time)

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### WHAT YOU'LL BRING (ESSENTIAL):

#### EDUCATION/TRAINING/CERTIFICATION:

- University degree or equivalent in accounting, commerce, business, finance or a related field.

#### EXPERIENCE:

- 5 years of experience in accounting, grant management and finance in a not-for-profit grant focused environment
- Experience with government international development agencies such as Global Affairs Canada, Norwegian Agency for Development Cooperation, U.S. Agency for International Development or other donor agencies
- Experience building sophisticated financial tracking and reporting systems
- Experience developing policies, procedures, manuals and documentation

#### COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to lead, guide, coordinate, and facilitate grant budgeting and financial reporting processes and establish short and long-term goals
- High diplomatic and interpersonal skills
- Excellent written and oral communication skills
- Proven ability to communicate ideas and technical concepts in both technical and user-friendly language
- Strong analytical skills with attention to detail
- Good judgment, analytical, and decision-making skills
- Aptitude to prioritize and execute tasks in a high-pressure, multi-project environment

#### KNOWLEDGE/SKILLS:

- Strong knowledge of grant budgeting processes
- Knowledge of a variety of government and foundation funding mechanisms
- Project Management skills
- Advanced Microsoft Excel, Word, PowerPoint and Outlook

#### LANGUAGES:

- Fluency in spoken and written English

#### BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Other relevant accounting designation such as CA, CGA, CMA, or CPA
- Master's degree in accounting, business or management
- Understanding of accounting software, particularly Microsoft Dynamics NAV or SAGE 300





- Fluency in French, Arabic, and/or any other languages of RTP countries of operations

## WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits
- Flexible work arrangements (e.g. work from home and flex hours)
- Up to 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/126329-program-finance-manager/498371-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email



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at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

**EMPLOYEE VACCINE POLICY:**

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).