

JOB POSTING – Finance Manager, Indigenous Programs

Organization:	Right To Play Canada
Department/Division:	Indigenous Programs
Work location:	Toronto, Canada
Work arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
Authorized to work in:	Canada (Eligible to work legally without requiring sponsorship)
Target Hiring Range:	\$74,000 - \$78,000 CAD per annum
Target Start Date:	May 2022
Contract Duration:	Full-time/Permanent
Closing Date:	Open until position is filled

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using 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 eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

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.



JOB SUMMARY:

Reporting to the Executive Director, Indigenous Programs, the Finance Manager, Indigenous Programs is responsible for the overall strategic leadership of the Program finance portfolio. In addition to tracking program funding information the Finance Manager, Indigenous Programs is responsible for budgeting, forecasting, completing revenue recognition, conducting risk assessments, overseeing the management of financial reports related to grants for the Indigenous Programs management team and the design and implementation of controls to ensure that costs and revenue are accurately reported on a timely basis and in accordance with the Organization's policies. The incumbent will also work in collaboration with global HQ on funding frameworks, budgeting, forecasting, and planning. Additional duties encompass systems review and diverse accounting functions as required.

The role may involve travel both within and outside of Canada. It is anticipated that this would occur no more than three or four times each year and for periods not exceeding two weeks.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Oversight and Control of Indigenous Programs Financial Accounting (30% of Time):

Oversee and approve the processing of reported Community data (costs which Right To Play [RTP] has contracted to reimburse):

- Support the processing of this data
- Approve monthly journals
- Control the risk of error by ensuring that community summaries & General Ledger data are reconciled on a regular basis

Process Community reimbursements & account creation & closure (annual basis):

- Determine processes and prepare approved requests for payment of advance payments to any partner community who request it
- Lead the community partner reimbursement process, adhering to the schedule laid out in Co Operation Agreements between RTP & the Community

Review Indigenous Programs staff expense claims and supplier invoices (which may or may not impact upon Community Project Accounting):

- Review and approve Cash/Credit Card Expense Reports, Travel Expense Reports and Supplier invoices. Relay these documents to Accounts Payable on a timely basis
- Set processes and approve prepare approved requests for payment of such Advances
- Assist Accounts Payable to respond to queries from staff or suppliers as to the status of their respective claims

Oversee and approve the processing and control of program purchases via a corporate credit card held by the Executive Director, Indigenous Programs:

- Support the processing of this data
- Support and approve the reconciliation of month end balances

Account for and control “Fee for Service” and “Cost Recovery” invoicing:

- Ensure invoices are properly authorised, prepared and coded and that a system is in place to ensure that subsequent receipts are correctly matched and accounted for
- Ensure all applicable taxes are included and accounted for

Job Responsibility #2: Oversee Grant Budgeting and Financial Reporting (20% of Time):

- Review donor agreements maintained by Canada National Office (CNO) and ensure that all financial reporting requirements are identified, tracked and fully understood by the team in order to ensure that Donor Reports are submitted on a timely basis
- Work across the team to ensure that an appropriate grant budget is designed and documented, in accordance with signed agreements
- Provide technical support on budget development for new grant proposals
- Recognize revenue on a monthly basis, based upon actual expenditure during the period. Review the result changes to Grant Funds with both the Indigenous Programs management team and the appropriate CNO Grant Managers. Ensure that it is correctly recorded in the General Ledger (GL).
- Prepare financial reports for donors based on approved budget lines.
- Regularly review actuals against grant agreement budgets in order to prepare budget amendments requests for donors on a timely basis
- Compile or assist in the compilation of grant and donor financial reports
- Prepare Grant Audit statements presenting revenue and expenditure for audit and submission to the donor(s). (Normally Government)
- Prepare a Revenue Reconciliation summary (or continuity schedule) for all grant related activities (Reconcile GL revenue values with the recorded movements on individual deferred revenue accounts)

Job Responsibility #3: Manage Indigenous Programs Cost Budgeting and Forecasting (20% of Time):

- Advise and support the annual budgeting process ensuring that the budgets are uploaded by HQ to the Canada HQ ledger
- Prepare, share and review monthly variance reports with staff and management, monitoring content and format to ensure that the information provided is the optimum tool to assist all decision making processes
- Work collaboratively with the CNO lead in managing the associated funding framework: consistently reviewing budget against revenue sources to identify gaps, determine risk and share this internally
- Provide information to the global budgeting, forecasting and planning process

Job Responsibility #4: Team Management, Training and Capacity Building (10% of Time):

- Lead the development of the program finance team's work plans, ensuring that key deliverables are planned, that the team's work is well coordinated within the broader organization, and clearly communicated to key organizational stakeholders
- Supervise, mentor, and support each finance team member, helping each individual to set and achieve appropriate professional development goals
- Revise and design finance training package for Community Mentor Trainings
- Deliver training on financial processes to Program Officers, Community Mentors and Indigenous Programs staff
- Attend regular meetings and professional development with RTP colleagues
- Prepare comprehensive materials for community finance officers to enable them to effectively complete all financial reporting
- When deemed appropriate and in collaboration with the Indigenous Programs Senior Management Team, liaise directly with community Finance Officers to ensure their comprehension and support of RTP's financial procedures

Job Responsibility #5: Indigenous Programs Policy and Communications (15% of Time):

- Assess current program finance policies and procedures and work jointly with the Finance team, the CNO and other teams to introduce new policies and procedures
- Understand and develop continuous improvements to systems and processes to ensure ease of use and effectiveness

Job Responsibility #6: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

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

EXPERIENCE:

- 5 years' experience of hands-on bookkeeping, accounting and reporting in accordance with applicable statutory and professional accounting standards and within the not-for-profit sector
- Experience with grant administration and budget management
- Experience in managing and leading staff





COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to lead, guide, coordinate, and facilitate grant budgeting and financial reporting processes and establish short and long-term goals
- Diplomatic interpersonal skills
- Excellent written and oral communication skills
- Proven ability to communicate ideas and technical concepts in both technical and user-friendly language
- Good judgment, analytical, and decision-making skills
- Highly self-motivated and directed, with keen attention to detail
- Aptitude to prioritize and execute tasks in a high-pressure, multi-project environment
- Capability to create a positive work environment to motivate and drive the work of others

KNOWLEDGE/SKILLS:

- Proficiency in Microsoft Office, particularly Excel
- Experience with Enterprise CRM database systems such as Microsoft Dynamics, SAP or a Charity focused product like Raiser's Edge (grant and donations administration).
- Knowledge of accounting for restricted funding and deferred revenue.

LANGUAGES:

- Fluency in spoken and written English.

DESIRED QUALIFICATIONS (An Asset):

- Other relevant certificates such as CPA/CGA/CA/CMA
- Master's degree in accounting, business or management
- Experience in implementing change
- Experience working with remote First Nations Communities in Canada
- An understanding of Aboriginal history and policy in Canada

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills. You have an understanding of colonial history and how it impacts Indigenous peoples in Canada. In addition, if you are committed to advancing work grounded in social justice, equity, and anti-oppression, this is the job for you!



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



WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work® Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package including Group RRSP Plan, gym membership, flexible work policy (e.g. work from home and flex hours), personal days, personal learning and development days and summer/winter hours.

HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) with your resume and cover letter.

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 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.**

ACCOMMODATION:

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.



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