

JOIN OUR TEAM

POSITION Director, Finance and Administration
TERM Full-time (5 days/week); 12 month contract; Home based

START DATE June 2021

ABOUT CWY-JCM

CWY-JCM is an international nonprofit organization dedicated to the empowerment of young people. CWY-JCM collaborates with partners in Canada and around the world to create transformative learning experiences focused on building knowledge and leadership skills through participation in sustainable community-driven projects. For the next 10 years, CWY will focus on impact within the four key pillars: Empowerment and Experience for Indigenous Communities, Sustainable Livelihoods and Entrepreneurship, Empowerment of Young Women & Girls, and Environmental Sustainability

POSITION OVERVIEW

In close collaboration with the President and CEO, and under their supervision, the Director, Finance and Administration overviews all of the Finance, Administration, HR and IT activities in relation to the organization's mission and strategic objectives. As a member of the leadership team, contribute to the realization of CWY-JCM organizational priorities and sustainability, by sound management of CWY-JCM financial, administration, HR and IT resources and by the development and analysis of various reports necessary to decision making.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in business administration, finance, accounting or equivalent
- Member of a professional corporation, CA, CGA, CMA
- At least seven (7) to ten (10) years of relevant work experience as a manager
- Must be eligible to work in Canada

PARTICULAR WORKING CONDITIONS

- 40 hours a week
- Work from home
- Contractual position
- Competitive Salary and Benefits

RESPONSIBILITIES

Planning and organization

- Establish the objectives, work priorities and annual action plans of their department in close relation with CWY-JCM's organizational priorities
- Develop the annual organizational budget in collaboration with the President and CEO and the different departments
- Plan the needs in Financial & Administrative, human and material resources for their department in order to efficiently carry out the organizational action plans
- Manage optimal and equitable sharing of workloads
- Maintain effective coordination between their department, programs, requirements of other departments and the organizational priorities put forward by the President and Board;
- Assume a key role in the HR strategic planning process in order to identify initiatives that can encourage the realization of operational objectives
- Plan human resources needs, and ensure an optimal distribution of roles and responsibilities, in collaboration with the management team

Leadership and monitoring

- Carry out their assignments with due regard for the budgets, contractual agreements, policies and procedures
- Ensure rigorous observance of existing contracts, policies and procedures
- Provide direction, leadership and manage implementation of the department's annual action plans
- Evaluate and continue to monitor the performance of personnel under their supervision
- Ensure optimal financial, human and material management of their department in accordance with adopted budgets and applicable policies and procedures
- Manage the staffing, development and termination of personnel employed in their department
- Ensure the preparation and presentation of quarterly progress reports on their departments' projects for internal purposes and for funders according to the timeline specified in agreements
- Ensure compliance with relevant provincial and federal legislation
- Participate in the CWY leadership team convened by the President and CEO

Financial resource management

- Develop and supervise implementation of financial procedures and systems
- Ensure the preparation of financial statements and other financial analysis and management reports
- Track and control the organizational budget
- Evaluate and improve systems of financial information, accounting, budgeting and other financial functions.
- Prepare financial submissions and reports required by our funders
- Ensure the meeting of contractual and legal financial obligations
- Assist in fundraising and preparing grant requests
- Produce financial information required by the Board, the President and other funders: financial statements; financial reports (projects); statistics; etc
- Collaborate with the external auditors
- Supervise the keeping of all accounting registers, «project cost» accounting, accounts receivable and accounts payable
- Ensure proper management on Cash Flow and Investment

RESPONSIBILITIES CONT.

HR resource management

- Provide leadership that encourages the continual improvement of competencies, in particular by the management of training and competency development programs
- Develop and implement attraction and recruitment strategies and contribute to the development of retention practices
- Develop strategies, implement and manage the programs and methods related to performance management and workplace recognition
- Ensure proper management of the compensation and benefits policies
- Keep the pay equity program up-to-date as required by government authorities
- Manage progressive discipline, grievances, arbitration and other complaint cases in compliance with relevant legislations, contractual agreements, policies and procedures;
- Oversee the negotiate contractual agreements with the union in accordance with the authority delegated by the President, and see to their application, in particular by advising the management team

IT resource management

- Maintain a forward looking plan for the evolution of infrastructure services and identifies the current pain-points and business objectives, as documented in previously developed reports and as expressed by the CWY-JCM management team
- Monitor new technology developments

Management of material resources

- Negotiate and manage contracts for equipment, transportation, insurance, banking and Head Office installations

WORK AREA KNOWLEDGE AND SKILLS

- Ability to develop organizational objectives and manage short, medium and long term action plans and ensure follow-up
- Strong skills in development and drafting of policies, programs, and implement systems
- Solid abilities in organization, coordination and planning
- Personnel management experience
- Excellent knowledge of the MS Office suite, specifically spreadsheets and software used in accounting (QuickBooks, Employeur D)
- Knowledge and experience in the use of principles of interest-based negotiation
- Knowledge of the recruitment milieu and new methods of candidate search (an asset)
- Knowledge of operating and security procedures, norms and standards
- Bilingualism – French and English (written and spoken)

INTERPERSONAL SKILLS AND APTITUDES

- Proven ability to work in a team and build professional relationships with all members of the organization, including colleagues, the union and the Board
- Ability to establish collaborative relations and mobilize a work team
- Ability to handle stress, complexity and to adapt to change
- Ability to simplify and make accessible theoretical financial concepts and data.
- Ability to meet deadlines and objectives
- Excellent judgment, autonomy, and sense of initiative
- Ability to work with minimal supervision
- Excellent ability to evaluate complex situations to be able to develop and apply appropriate strategies

TO APPLY

Your CV and cover letter must be received by [5PM \(Eastern time\), May 14th 2021](#) via email at: jmichel@cwj-jcm.org. In the object of your email, you need to indicate the job title: Director, Finance and Administration. Interviews will be conducted on a rolling basis as soon as applications are received.

Canada World Youth is committed to equity in employment and diversity.

This posting represents an opportunity to realize our focus on increasing the presence of underrepresented groups in the organization, such as Indigenous peoples, visible and ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to the success of a diverse workforce.

We would like to thank in advance all the candidates for their interest in Canada World Youth.
Please note that only candidates invited to an interview will be contacted.