

Finance Manager

Position Details

Position Information

Position Title	Finance Manager
Department/Unit	Political Science
Research Project	Roméo Dallaire Child Soldiers Initiative
Location	Halifax
Posting Number	GP34-20
Employee Group	Grant-Paid
Position Type	Term
Duration of Contract (if applicable)	1 year
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$66,000 - \$73,000 per annum (35 hours per week)

About the Organization

The Roméo Dallaire Child Soldiers Initiative (Dallaire Initiative) was established in 2007 by retired Lieutenant-General the Honourable Roméo Dallaire, former Force Commander of the United Nations Assistance Mission for Rwanda (UNAMIR). Our mission is to progressively end the recruitment and use of children as soldiers worldwide. For more information, please visit <https://www.childsoldiers.org/>

Job Summary

Reporting to the Director of Operations, the Finance Manager will lead the finance of the organisation and be responsible for the management, administration, and reporting of all grants and funds. It will include managing the daily financial activities of the Dallaire Initiative and providing regular advice and guidance to the Executive Team on financial management, fund status, risk, and best practices while helping meet the overarching goals and objectives of the organization.

In addition to the financial management of the organisation, this position is responsible for overseeing the financial activities of overseas field office, with support from the HQ Finance Officer and/or Assistant Finance Officer. The organisation is currently in the process of sourcing financial accounting software for internal use and the incumbent will be expected to oversee its implementation and management. Additional key responsibilities include capacity building and support in finance technical areas for staff within the organisation.

Key Responsibilities

General Financial Management and Governance

- Develop best practices, policies, and procedures for the administration of Dallaire Initiative funds and review regularly to ensure continuous improvement.
- Ensure adherence to the organisation's finance policies and procedures, ensuring proper systems of internal control and regular review of financial transactions. Liaise with Dalhousie Financial Services on a regular basis.

Grant Management and Fundraising

- Contribute to the establishment of annual and multi-year organisational budgets,

allocations, forecasting, and planning.

- Monitor funds to ensure that monies are spent in accordance with the organization's/Dalhousie's financial policies and procedures and respective Donor guidelines.

Other Responsibilities

- Proactively participate in planning and performance processes as outlined in the Employee Handbook including annual appraisals, regular meetings, and ensure annual reviews are an integral component of workplans and priorities.
- Promote a safe and secure work environment in line with the organization's core values; and foster strong communication between teams within the organization.

Note

Qualifications

Undergraduate degree in Finance, Accounting, or Business Administration with a minimum of 8 years' relevant experience, with at least 3 of those years working in a non-profit organisation in a global context is required. CPA, CA, CGA, or CMA designation preferred. Must have experience in managing budgets and multiple administrative and finance tasks in a fast-paced environment. Must be able to take the initiative to prioritize and time manage competing priorities. Must possess well-developed analytical, problem-solving, decision-making, and communication skills. Demonstrated ability to work effectively in a team environment and be able to develop and maintain effective working relationships with multiple levels of partners, internal and external. Superior attention to detail, reporting, tracking of multi-million-dollar projects, and advanced proficiency with Excel spreadsheets is required. Demonstrated ability to manage complex grant and contract agreements as well as working within a multi-currency environment is desired. Experience working effectively across multicultural, multilingual, and multidisciplinary teams both on-site and remotely in other countries, and a thorough understanding of the organizational principles, practices, and systems optimization of a university structure is pertinent to the success of this role. Experience in mentoring and delivering training to staff and the ability to speak French or other language skills would be an asset.

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a voluntary RRSP, health and dental plans and an employee and family assistance program.

Application Consideration

Diversity Statement

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity.

Posting Detail Information

Number of Vacancies	1
Open Date	05/22/2020
Close Date	06/11/2020
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/3612>

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter