

Job Posting – Chief Financial Officer (CFO)

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of Afghan refugees in Pakistan. Today, with our volunteers, donors and staff, HCI has delivered more than \$250 million in aid and transformed countless lives in more than 40 countries.

Reporting to the CEO, the Chief Financial Officer will serve as an essential member of HCI Senior Leadership Team (SLT). The successful candidate will actively participate in making strategic decisions affecting the entire organization. In partnership with other members of SLT, the Chief Financial Officer is responsible for directing the fiscal functions of the organization by regulatory guidelines and enhancing the operating effectiveness of the organization.

Position Title: Chief Financial Officer

Reporting To: Chief Executive Officer

Location: Ottawa

Terms: Full-time – 37.5 hours per week

Deadline to Apply: Ongoing until the position is filled

Key Duties & Responsibilities***Strategy and Planning***

- Lead the annual fiscal planning process to produce effective budgets to achieve organizational goals;
- In cooperation with the CEO, lead the development of any long-term strategies to achieve agreed long-term organizational goals;
- Plan, implement, direct and evaluate the organization's fiscal function and performance with oversight and ownership of financial reporting, tax receipting, legal/compliance matters, treasury and investments;
- Be a critical member of the SLT that closely collaborates with and enhances cohesiveness across the various functions and departments to achieve organizational objectives;
- Closely collaborates with global colleagues to share best practices and enhance cooperation and accountability across affiliate organizations;
- Identifying fundamental problems and, analyzing both short and long term implications, and developing and implementing solutions

Operations

- Ensure financial policies, procedures and internal controls are fit for HCI's size and complexity. Apply ingenuity and creativity to incrementally improve procedures and systems;
- Lead implementation of ERP technology migration for all finance matters;
- Responsible for the flow of accurate and timely financial data in accounting systems;
- Prepare budgets and forecasts; track actual performance against budgets and analyze variances;
- Provide data analysis and management reporting on relevant metrics to improve organization wide business intelligence;
- Prepare and present reports to the Finance, Audit and Risk Management committee of Board of Directors;
- Develop a reliable cash-flow projection process and reporting mechanism which includes a minimum cash threshold to meet operating needs;
- Oversee the planning and execution of all audits (financial and compliance);
- Represent the organization in the broader charity sector to provide thought leadership on relevant issues impacting civil society organizations;
- Originating ingenuity and creativity applied in originating new or improved methods, procedures, products and/or systems

Staff Management

- Build capacity and lead multiple teams with a focus on high engagement, collaborative, innovative, and development focused team culture;
- Line management of staff, including;
 - Setting objectives and work plans
 - Managing workload and performance through regular one-to-one line management discussions
 - Plan and implement personal development program for team members in all relevant skills
 - Undertake annual performance reviews

Qualifications, Skills and Experience

- Masters degree in accounting or related discipline;
- CPA (CA, CMA, CGA) designation with at least five years of related training;
- At least 5-7 years of experience with external reporting, external audits including documentation skills and audit files;
- Knowledge about Canada Revenue Agency's compliance guidelines, rules and regulations affecting registered charities in Canada;
- Familiarity with fund accounting and regulations governing non-profit organizations;
- Must be a visionary with sound technical and analytical skills;
- Must possess excellent english communication skills while demonstrating cross-functional collaboration;

- Bilingualism in English and French language is preferred;
- Must be willing to travel both domestically and internationally;
- Be willing to work long and abnormal hours as a senior leader of a fast-paced growing organization;
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside HCI;
- Motivation and commitment to HCI's values and humanitarian principles;
- Must be proficient with Microsoft Office Suite;
- Must be eligible to work in Canada.

Essential Skills and Knowledge

- Strong leadership skills;
- Proven track record of bringing innovative creative thinking and new ideas;
- Demonstrable ability to evaluate the type of initiatives and programs within the scope of the post and initiate, develop and deliver new initiatives that build on their successes;
- Highly self-motivated and able to work autonomously, take initiative and make decisions;
- Excellent project management and attention to detail when managing large and complex projects with multiple stakeholders.

Our Offer

- Salary is competitive and commensurate with experience and other qualifications
- Comprehensive benefits package that covers medical, vision, dental and wellness
- Company investment in Registered Retirement Savings Plan
- Paid Sick Days, Vacations & Family Days accrued annually
- Employee awards and recognition opportunities
- Company investment in your career growth and leadership development

Travel, evening and weekend work will be expected.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading "**Chief Financial Officer**".

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.