

## **Program Finance Manager – GAC**

Location: remote

Reports to: Director of Finance

Veterinarians without Borders/Vétérinaires sans frontières – Canada (VWB/VSF) is a charitable, humanitarian organization whose mission is to work for, and with, those in need to foster the health of animals, people, and the environments that sustain us. More information about the organization can be found at [www.vetswithoutborders.ca](http://www.vetswithoutborders.ca).

WB/VSF is presently seeking a Program Finance Manager to join our team. The successful candidate will be engaged in financial support, and day-to-day accounting of VWB/VSF and its Canadian and international federally funded projects. In this fast-paced work environment, the individual will require exceptional time management and organizational skills, be self-sufficient, and able to think quickly on his/her feet. S/he must be able to consistently project an enthusiastic, positive approach.

### **Job Summary**

The Program Finance Manager plays a critical role as part of the Finance program support team that provides financial services to our program management team. Primary responsibilities will include broad customer service coordination, budget preparation, grants management and accounting services for all Federal government (Global Affairs Canada/GAC) funded projects and other projects as needed.

### **Essential Job responsibilities**

#### **Client Relations**

- Serve as primary contact for multiple project staff; provide financial analysis, management support and guidance.
- With other team members, ensure that services are delivered efficiently, effectively and in a courteous and timely way.
- Communicate regularly with project managers/directors and provide a high level of customer service around short and long-term financial management and sustainability.

#### **Grant Financial Management**

- Support all GAC projects' funding proposals: assist with project budgets, review proposals, provide supporting documents.
- Ensure complete documentation of funding details.
- Ensure that common grant compliance risks are identified across the portfolio, shared with the project teams and escalated, where required.
- Works with finance team and program staff to ensure that key processes and systems are in place to manage grant risk assessments, donor financial compliance, and reporting management processes.

- Work with project managers/directors to comply with GAC's terms and conditions, monitor spending and tracking against budgets. Support corporate budget creation, projections and analysis of expenses as needed.
- Review billable salaries being charged to projects and adjust to ensure correct allocations.
- Review and code project related expenses/invoices/claims for accuracy (local staff, volunteer, consultant, subcontractor, field reports) including converting foreign exchange source transactions to Canadian dollars.
- Ensure all legal documents (contracts, waivers etc.), policy/procedures, Volunteer manual and forms (update travel request, expense claim, banking info, reimbursements, in-kind hours tracking etc.) are distributed and completed as needed for each volunteer including pre-departure training.
- Track volunteer information and in-kind hours
- Receive and review Partner financial reports, making sure that they are prepared and submitted in line with Grant agreement and timelines to ensure accurate project accounting. Audit sample partner financial records/backup on a regular basis.
- Ensure regular life to date reconciliations are prepared for all project components (Bank, Deferred Revenue, Partner transactions and funder reporting)
- Analyze and monitor projects' deferred revenue and restricted cash balances and keep project and finance leadership informed of status, issues.
- Ensures compliance with current program budgets and spending, and proposes improved policies and systems regarding spending guidelines, cost savings, cost allocation and annual planning.
- Prepare, review, and distribute monthly reports, funder reports consolidated project profitability in advance of the funder's deadlines. Document and address issues requiring attention and/or further discussion.
- Prepares all GAC project related scheduled are prepared and maintained for the annual Corporate and potential funder audits.
- Work with finance team to ensure timely and accurate processing of payables, deposits, and billings.

Perform other financial duties as required.

### **Qualifications**

- Degree or diploma in Commerce with a specialization in accounting/finance or equivalent; required.
- CPA candidate; preferred.
- Three to five years non-profit program finance experience required.
- Federal grant accounting and management on international projects strongly preferred.
- Budgeting experience required.
- Demonstrated skill in providing a high level of service to multiple customers, ideally in a non-profit context, required.
- Proficiency with accounting software (QuickBooks Online), Excel (Intermediate), Office 365, Outlook, Teams required.
- Experience working as part of a team delivering coordinated services highly desirable.
- Excellent communication and problem-solving skills.
- Ability to pay close and accurate attention to details.
- Ability to juggle multiple tasks and priorities.



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- Ability to work in a fast paced, multi-cultural environment.
- Commitment to the work of social and economic justice organizations.

## **APPLICATION**

Please send your résumé to [recruitment@vetswithoutborders.ca](mailto:recruitment@vetswithoutborders.ca)

VWB/VSF is an equal opportunities employer, and we welcome applicants from a variety of backgrounds.