



Co-operative Development Foundation of Canada

SINCE 1947

Position Title:	Finance Director
Position Location:	Ottawa, Ontario
Status:	Full time contract – 1 year
Reports to:	Executive Director
Travel Requirement:	International travel may be required
Language:	Fluency in French and/or Spanish an asset

GENERAL DESCRIPTION

Reporting to the Executive Director, the Director of Finance is responsible for the overall financial management of the Co-operative Development Foundation of Canada (CDF). The Director of Finance position is accountable for the financial, and risk management operations of the CDF, including the development of a financial strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems and report accurate financial results. Oversees all aspects of the Finance and Accounting functions of the organization.

RESPONSIBILITIES

- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Ensures credibility of Finance group by providing timely and accurate analysis of budgets, financial trends and forecasts.
- Establishes and maintains strong relationships with senior management team to identify their needs and seek full range of business solutions.
- Evaluates and advises on the impact of long range planning, introduction of new programs/ strategies and regulatory action.
- Oversees development and maintenance of reliable internal control systems, to adequately safeguard CDF assets.
- Provide executive management with advice on the financial implications of business activities; Provide recommendations to strategically enhance financial performance and business opportunities.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal and, provincial regulatory laws and rules for financial and tax reporting.
- Ensures integrity of accounting systems in accordance with generally accepted accounting principles (GAAP).
- Develops, implements and monitors a robust financial management and reporting system.
- Manages the organization's cash flow, investment portfolio, according to plans and guidelines established by the Board of Directors.
- Effectively communicates and orients all staff to internal control processes and financial policies, procedures and directives.
- Keeps abreast of trends and changing regulations to ensure effectiveness and compliance.
- Ensures effective utilization of financial resources to sustain the organization.



Co-operative Development Foundation of Canada

SINCE 1947

- Analyzes and provides timely and accurate reports on financial results.
- Under the direction of the Executive Director, effectively communicates and presents reports to the Board of Directors and Audit Committee on the financial performance of the organizations.
- As a key member of the management team, contributes to the preparation of the organization's strategic plan, specifically by providing key financial assumptions and critical decision factors.
- Coordinates and leads the annual audit process, liaises with external auditors and the Board's Audit Committee.
- Maintain a complete and accurate accounting records
- Assists with financial planning for business development and resource generation, including costing and action decisions.
- Supervises and manages the performance of all finance staff.

QUALIFICATIONS

- 10+ years in progressively responsible financial leadership roles, preferably in international development.
- Professional accounting designation.
- Master's degree (MA/MBA) in Business, Management, or Finance.
- Familiarity and experience with Global Affairs Canada (GAC) policies and guidelines as related to international development projects.

ATTRIBUTES

- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations is essential.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for a significant program area.
- Experience either as an employee of a not-for-profit organization or registered charity; must be familiar with non-profit finance and accounting regulations and charity organization compliance with Canada Revenue Agency (CRA) guidelines
- Thorough understanding of financial management, including cash flow, budgeting policies and procedures, financial controls and analysis.
- Ability to translate and explain financial concepts to – and to effectively collaborate with -- staff who do not necessarily have finance backgrounds.
- Exceptional written, oral, interpersonal, and presentation skills.
- Ability to effectively interface with the Board of Directors.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Advanced skill and competence in relevant accounting software applications.



Co-operative Development
Foundation of Canada

SINCE 1947

Application Process and Deadline

1. Applications must be received **no later than 4:00 p.m. Friday, March 2, 2018.**
 - a. The candidate's application package is comprised of a cover letter and resume, with the candidate's salary expectation included in the cover letter.
2. Late submissions will not be accepted!
3. Please reference the job title in the email subject line.
4. Submit your application package in confidence to **apply@cdfcanada.coop**

Please note that only candidates selected for interview will be contacted.

No telephone calls please.