

Position: Director of Finance
Location: CODE – Ottawa (Hybrid remote/In Person)
Salary Range: \$115,000 - \$135,000

Do you want to play a critical role in the strategic planning and analysis of a successful, well-respected not-for profit? If so, look no further, Code is looking for an experienced senior level finance professional to join our team as our new Director of Finance.

Summary

Under the general direction of the Chief Executive Officer the Director of Finance is responsible and accountable for the strategic planning, developing, managing and controlling the financial resources for CODE and CODE affiliates. Close collaboration with the Senior Management Team is integral to defining organizational performance goals and developing long-term operational strategies.

What we offer

- Competitive salary
- Comprehensive extended health benefits package
- 5% matching registered pension plan
- 4 weeks vacation to start – 5 weeks after 1 year
- 16 wellness days per year
- 200\$ a year wellness reimbursement program

About the role

The Director of Finance is a member of the Senior Management Team (SMT) and plays a leading role in the governance of the organization.

1. Responsible for the provision of accurate and timely financial reports, annual budget and forecast.

- Oversee the preparation of accurate and timely financial statements for CODE and CODE affiliates.
- Review and approve financial statements for distribution to the Senior Management Team, departmental managers, Finance & Audit Committee and Board of Directors.
- Ensure accounting functions such as bank reconciliations, accounts payable management, general ledger maintenance, accounts receivable, journal entries, account balance reconciliations, etc. are completed as required (daily/monthly/quarterly) and in accordance with best practices.
- Oversee and monitor revenue and expenses as compared to approved budget and take action as necessary.
- Ensure project accounting is accurate and timely.
- Provide oversight, support and data as needed to facilitate the preparation of annual operational and capital budgets for CODE's core and bilateral programs, for the CODE Foundation and CODE Sierra Leone. Additionally, oversee the compilation of the final budget report and cash flow for approval by the Chief Executive Officer, Finance and Audit Committee and Board of Directors.
- Review CODE partners' financial reports, analyses and audits to ensure compliance with terms and conditions of funding agreements.
- Participate in the preparation of the financial component(s) including forecasting for CODE's strategic plan(s). Ensure current trend and future conditions are reasonably considered.

- Develop, implement and maintain financial systems and controls to ensure effective asset management and expenditure and revenue controls.
- Advise, support and provide recommendations on financial management, reporting and controls to other departments.
- Liaise with CODE's financial service providers.
- Ensure compliance with statutory reporting requirements – payroll, GST/HST, corporate income tax etc.
- Negotiate and administer approved contracts with external agencies, funders and vendors.
- Oversee annual financial audits for CODE and CODE affiliates.
- Adopt prospective changes in accounting rules for non-profit corporations in consultation with the Chief Executive Officer and Finance and Audit Committee.
- Ensure accurate and timely pension reporting; ensure pension liability is accounted for in consultation with the Chief Executive Officer and Finance and Audit Committee.
- Other finance, accounting and administrative functions as required.

2. Administrative and Operational Activities:

- Ensuring timely response to general correspondence and inquiries related to the Finance department.
- Develop and maintain administrative guidelines and policy statements regarding financial matters, as requested by the Chief Executive Officer, CODE and CODE affiliates, and external auditors.
- Responsible for the preparation of the following management/governance packages/reports:
 - Finance and Audit Committee
 - Board of Directors – finance updates
 - Senior Management Team – finance updates
- Direct, coordinate and support the work of the Finance Department by:
 - Participating in the hiring of staff.
 - Facilitating regular department meetings to schedule and coordinate work, resolve operational issues and ensure harmonious relations amongst team members.
 - Updating position descriptions annually and facilitating CODE's performance planning and review program
- Other work or analysis as required by the Chief Executive Officer

WHAT YOU OFFER

- A relevant degree and/or equivalent educational qualifications.
- Minimum of five years experience in financial management; professional designation (CA,CGA, or CMA) preferred.
- Excellent management, administrative and organizing skills.
- Good interpersonal skills including skills and the ability to exercise tact, discretion and judgment at all times.
- An organized approach with an ability to prioritize and handle effectively many demands.
- Excellent communications skills, both oral and written; fluency in both official languages of Canada highly desirable.
- Capacity to work in a self-directed manner and to provide leadership to or collaborate with others in a team situation.
- Superior computer skills essential including familiarity with word processing, spreadsheet and database software and are comfortable using productivity software such as Microsoft Teams
- Experience with SparkRock ERP an asset.

CODE's Culture and Expectations

- Commitment to CODE's values, vision and direction.
- Contributes to the continued promotion, maintenance, and ongoing development of a healthy workplace culture.
- Models healthy leadership characteristics including work-life balance.
- Have a customer focus, good judgement, an ability to plan, prioritize and re-prioritize.
- Be organized, accountable, detailed, rational, strategic, and technology-curious
- Work productively in a hybrid or remote environment

We are committed to Diversity, Equity and Inclusion. We strongly encourage applications from and prioritize hiring people with diverse backgrounds and experiences, including Indigenous people, racialized people, people with disabilities, and 2SLGBTQIA+ folks. We encourage, though do not require, folks of these identities to indicate this in their cover letter. Should you need any accommodation during the recruitment process, please let us know.

We thank all applicants for their interest in this employment opportunity. Please note however that, due to the volume of resumes received, only those applicants selected for further consideration will be contacted.

Interested candidates are invited to forward their resume and cover letter to careers@code.ngo

This position will remain open until August 16, 2024.