



ATLANTIC COUNCIL FOR INTERNATIONAL COOPERATION
CONSEIL ATLANTIQUE POUR LA COOPÉRATION INTERNATIONALE

FINANCE & ADMINISTRATION OFFICER

ACIC is currently seeking someone to fill the roll of Finance and Administration Officer with our organization. This person will be key member of the ACIC staff team. The successful candidate will be a hands-on and participative individual and will lead and develop an internal team to support the following areas: finance, planning and budgeting, human resources, administration, and IT.

The Finance and Administration Officer will play a critical role in strategic decision-making and operations as ACIC continues to enhance its quality programming and build capacity. This is a tremendous opportunity to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

POSITION DESCRIPTION

Position Title: Finance & Administration Officer (1 position)

Salary: \$41,132 (pro-rated) + 2.5% RRSP, health benefits & 3 weeks annual vacation

Type: 32 hours/week

Term: One year with chance of renewal

Location: Halifax, NS

Reporting to: Executive Director

Application Deadline: March 26, 2018

RESPONSIBILITIES

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for funders, and oversee all financial, project/program and grants accounting
- Coordinate the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary
- Coordinate the annual budgeting and planning process in conjunction with the Executive Director and the staff team; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership abreast of the organization's financial status
- Manage organizational cash flow and forecasting
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Conduct research into trends and activities of similar, non-profit sector councils and provide analysis of best practices in financial policies and procedures
- Update and implement all necessary finance policies and accounting practices; improve ACIC's overall policy and procedure manual
- Review and assess recommendations provided by auditors and other experts and use these to further develop cohesive financial policies and procedures
- Effectively communicate and present the critical financial matters to the Executive Director

Human Resources, Technology and Administration

- Further develop ACIC's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting
- Ensure that recruiting processes are consistent and streamlined
- Development and management of all contracts – consultants, employees and other service providers;
- Work closely and transparently with all external partners including members and consultants
- Administer all ACIC compliance standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer, non-profit agency, and council.
- Providing support to ED by sharing information and preparing materials related to the governance of the organization
- Oversight of all IT functions of the organization – software updates, content management and general maintenance of systems
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales

The Finance & Administration position is also responsible for:

- Actively participating in staff meetings and providing input towards the development of other organizational activities, operational practices and policies as required
- Providing general administrative support
- Responding to general telephone and email inquiries
- Other duties, as deemed necessary

QUALIFICATIONS

- An undergraduate degree in a relevant discipline (commerce, accounting, human resource management, etc.) or equivalent experience
- At least two years of overall professional experience; ideally three-plus years of broad financial and operations management experience in a non-profit setting
- Experience with quality and content control of all financial data, reporting and audit coordination for either a division or significant program area
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic colleagues who do not necessarily have finance backgrounds
- A track record in grants management, with experience working with Global Affairs Canada financial management systems an asset
- Previous experience with human resources management – recruitment, hiring, compensation, talent and performance management, and contract development
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multitasker with the ability to wear many hats in a fast-paced environment; and
- Ability to communicate in both official languages an asset

Application Details:

Please submit your resume, cover letter, the names and contact information of three references and where you

heard about the job posting, in ONE document, by e-mail to [hiring@acic-caci.org](mailto: hiring@acic-caci.org) by **4:00 pm AST on March 26,2018**. Please ensure that you indicate the position title in your subject line. Thank you for applying. Only short-listed candidates will be contacted to arrange for an interview.

ACIC is an equal opportunity employers and are committed to hiring individuals who reflect the diversity of Canadian communities.