

**Association for New Canadians** is a non-profit, community based organization dedicated to the provision of settlement and integration services for immigrants and refugees.

Job Title: **Director of Finance**  
Location: St. John's, NL  
Position Type: 1 full-time position  
Closing Date: May 09, 2024

The **Director of Finance** will support the Executive Team in managing the day-to-day financial affairs of the organization. Their responsibilities entail guiding budgeting and forecasting processes while ensuring transparency and compliance with financial regulations. Additionally, providing strategic financial guidance to support the achievement of organizational goals is a crucial aspect of the role.

### **Role and Responsibilities**

- Contribute to the financial integrity and health of the organization by providing timely and accurate financial reports to management, funding agencies and the Board of Directors
- Prepare or coordinate the financial statements, summaries, and other cost-benefit analyses and financial management reports
- Evaluate financial reporting systems, accounting procedures and investment activities and make recommendations for changes to procedures, operating systems, budgets and other financial control functions to the Executive Team and program managers
- Support Directors in the development of annual financial forecasts, metrics and program budgets
- Develop divisions and organizational budgets, as well as the financial and variance reports for comparative analysis
- Conduct critical risk management analysis and identify solutions on monthly variances with the goal of balancing the yearly budget
- Oversee the timely execution of all payroll matters including the organization's computerized Payroll and confirm all government remittances
- Maintain rigorous compliance with the standards and guidelines established by financial regulatory bodies, auditors, and government authorities
- Liaise with stakeholders and funders with respect to financial agreements and program status
- Serve on the Board of Director's Finance and Risk Management Committee as a non-voting committee secretary and management liaison
- Work with the Chair of the Finance and Risk Management Committee, the Executive Director and the External Auditor in preparing for and presenting year-end audits
- Providing leadership and support to the reporting teams and championing the organization's culture (including equity, diversity and inclusion) and overall effectiveness

- Actively lead in supporting a welcoming, inclusive and respectful working environment through best practices and a culture that fosters employment equity

### **Qualifications and Experience**

- Candidates with a Master's degree or similar qualifications will be given equal consideration, along with individuals possessing a blend of education and practical experience in financial planning and analysis, accounting, budgeting, or related financial functions, gained over multiple years
- Canadian accounting and payroll experience required
- Proficiency in project budgeting and management is necessary
- Considerable experience with financial statement preparation and stakeholder reporting
- Understanding of financial risk factors and strategies to mitigate risks and make recommendations
- Proficient in utilizing Microsoft Office suite with expertise in data management for financial reporting through Excel and accounting platforms such as SAGE 300
- Advanced Knowledge of Finance and Project Management
- Possesses strong communication skills, adept at conveying complex financial concepts to stakeholders at various levels of financial acumen.
- Strong decision-making and capacity to innovate utilizing change management skills for success
- Collaboration skills with all staffing levels and external funders, organizational and time management skills are required
- Demonstrated leadership skills with the ability to lead and manage a team of finance professionals, providing guidance, direction, and support to achieve organizational goals.
- Promotes consistent organizational effectiveness and performance improvement
- Experience in the non-profit sector, coupled with the pursuit of CPA or CMA certification, will be considered an asset

### **Conditions of Employment**

- Flexibility to work outside of standard core hours (Monday to Friday, 9am-5pm)
- Satisfactory Certificate of Conduct and Vulnerable Sector Check from the Royal Newfoundland Constabulary
- Criminal background check in good standing

*How to Apply*

Please upload your cover letter and resume as one PDF or MS Word document to <https://associationfornewcanadians.bamboohr.com/careers/143>

**Association for New Canadians** is committed to the advancement of Equity, Diversity and Inclusion. We believe that diversity in our team is a key pillar in the work we do and invite all candidates to discuss their specific skill sets and experience. We will work with qualified applicants to provide reasonable accommodation upon request to facilitate this recruitment process.

Visit us on-line at: [www.ancnl.ca](http://www.ancnl.ca).