



## **Position Description**

**Position Description:** Finance & Administration Director

**Primary Operating Location:** International Headquarters Office (IHQ), Burnaby, Canada

### **Reporting Lines:**

**Direct Supervisor:** Executive Director

**Direct Report(s):** Finance Coordinator

### **Job Purpose:**

Reporting to the Executive Director, the Finance & Administration Director oversees all finance and administration matters for Ratanak International in Canada and Cambodia

The Finance & Administration Director is responsible for all finance matters at our International Headquarters in Canada including financial reporting, budgeting, managing external audits, and developing financial protocols. This position is also in charge of drafting finance, legal, and HR strategies as well as being part of larger strategic planning and operations as part of the Canadian Director team and the Senior Leadership Team. This role directly manages a small finance team in Canada while also supporting and providing oversight to our finance, systems, and HR team in Cambodia.

The Finance & Administration Director is also responsible for various administrative areas within Ratanak International including the oversight of legal matters, human resources, information technology and office management.

### **Primary Objectives:**

1. The Senior Leadership Team, reporting to the Executive Director, has active participation from a finance, human resource, and legal perspective.
2. Finance matters for all of Ratanak International are effectively overseen and presented for approval of the Executive Director or Board as required.
3. The Executive Director receives carefully researched draft strategies from a finance and legal perspective for approval as needed.

4. Functional operation plans for human resources and administration are effectively overseen.
5. Support and consultation are provided to the organization from a finance, human resource, or legal perspective.
6. The finance program area (Finance Department) is effectively operated.

**Primary Duties and Responsibilities:**

***Participates as a member of the Senior Leadership Team, reporting to the Executive Director (Primary Objective #1).***

- Contributes to strategic planning, risk management, organizational development, change management, problem-solving, and budgeting from a finance, legal, and administration perspective in SLT and Canadian Staff Director meetings.

***Oversees finance matters for all of Ratanak International for approval of Executive Director or Board (Primary Objective #2):***

- Establishes and manages financial systems (including financial reporting, bookkeeping, records management).
- Directs organization's financial practices (cash flow, foreign exchange, tracking of designated donations, accounts management, international disbursements to projects, banking services, investments, monitoring fundraising strategy, insurance etc.).
- Develops Ratanak International's budget, providing guidance and support to other contributors.
- Implements approved financial guidelines, policies and practices for best practice and compliance with laws, regulations and in each country.
- Prepares financial statements and reports on findings both internally and externally.
- Monitors and manages financial risks from risk management plan.
- Undertakes and coordinates the external audit process.
- Establishes financial contracts.
- Prepares reports for Executive Director and Board on relevant corporate matters (agreed financial metrics, restricted funds, financial risk, etc.).
- Working with others, collects and reports agreed data and observations about programs.
- Implements financial programs and provide Finance support for development of in-house programs and initiatives.

***Researches and drafts finance strategy for Executive Director (Primary Objective #3):***

- Finance guidelines, policies, practices and implementation plans for Canada and Cambodia, confirming best practice and compliance with laws, regulations and best practices in each jurisdiction.
- Financial risk management plan.

***Oversees functional areas for human resources and administration (Primary Objective #4):***

- **Human Resources:**
  - Develops and/or approves operational principles, guidelines, policies, protocols for IHQ and the Cambodian Field Office operations and activities specific to human resources (including recruitment, compensation, code of conduct, cultural appropriateness, performance management, training, engagement, retention strategies, etc.)
  - Provides HR support to supervisors at IHQ and the Cambodian Field Office offices particularly in the areas of staff recruitment, training, and dismissal.
  - Reports to the Board on corporate issues related to human resources
  - Supports the Executive Director in determining staffing compensation, needs and structure for IHQ and the Cambodian Field Office .
  - Implements and manages compliance with guidelines, policies and strategies and Canadian employment regulations and best practices.
  
- **Administration:**
  - Develops and/or approves operational principles, guidelines, policies, protocols for IHQ and the Cambodian Field Office operations and activities specific to information technology (IT) including privacy and security
  - Manages and coordinates all IT-related logistics for the IHQ office
  - Provides any necessary coordination and assistance to Cambodian staff on IT-related matters
  - Oversight of all office purchases and contracts

***Provides support and consultation from a finance, human resource, or legal perspective (Primary Objective #5):***

- On agreed monitoring criteria, metrics, and targets for in-house and agent-run programs in Canada and Cambodia.
- For development of operational principles, guidelines, policies, protocols and strategies for Canadian and Cambodian programs.
- For engagement with government authorities on organizational matters.
- On financial aspects of communications messages and materials.

***Operates the Finance Department (Primary Objective #6):***

- Recruits and manages staff consistent with guidelines and policies.
- Supports Cambodian finance staff with regular check-ins and troubleshooting
- Provides pastoral care and support to staff.

**Qualifications:**

- **Required Education:**
  - University undergraduate degree in Accounting, Commerce, Business Management/Administration or a related field. A professional accounting designation (Chartered Professional Accountant – CPA) would be ideal.
  
- **Required Experience:**
  - Minimum 5-7 years of financial and management experience with day-to-day financial operations – full cycle accounting – within an organization or business, ideally within a not-for-profit environment
  - Intermediate to advanced knowledge of not-for-profit accounting and financial systems/best practices, in accordance with Canadian and International GAAP
  - Intermediate to advanced knowledge of foreign exchange accounting, restricted fund accounting, donor reporting and Canada Revenue Agency compliance standards for charities, particularly with charities undertaking activity outside of Canada
  - Exceptional organizational, budgeting, forecasting and planning ability along with meticulous attention to detail
  - Strong abilities in developing comprehensive financial policies, protocols and manuals as needed
  - Strong working knowledge of federal and provincial employment and HR standards in Canada
  - Intermediate to advanced knowledge of IT systems and support
  - Excellent oral and written communications, interpersonal and team-building skills, including ability to clearly present financial information to Directors, Board Members, Staff and Donors as required
  - Experience in preparing contracts that can serve the organization internationally, independently or with the assistance of professional advisors as necessary
  - Demonstrated ability to lead and supervise a small financial staff team, providing ongoing support, participating in regular progress reviews and plans for improvement
  - Ability to work effectively in a faith-based organization and environment
  - Ability to demonstrate cultural awareness and sensitivity, communicating respectfully with individuals of other cultures (For example, communicating with Ratanak staff in Cambodia)
  - Ability to travel internationally as needed
  
- **Computer Competencies:**

- Intermediate to advanced knowledge of QuickBooks and MS Office Programs including MS Outlook, with advanced skills in using MS Excel
  - Strong working knowledge of donor database software is an asset
  - **Physical Requirements and Working Conditions**
    - Manual dexterity required to use desktop computer and peripherals
    - Ability to operate a computer and telephone for long periods of time
    - Lifting or moving up to 10 lb/4.5 kg may be required
    - Overtime may be required
    - Willingness to occasionally work outside core hours is necessary as well as the ability to travel within Canada and to Cambodia, and elsewhere internationally, for meetings as needed.
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