



DIGNITAS

Job Title:	Director of Finance and Operations
Reports To: President and CEO	
Position Level: 2B	
Direct Reports: Finance Manager, Human Resources and Administration Assistant, part-time IT Support contractor	
Functional relationships: Malawi Program Director of Finance	
Contract : Full time permanent contract	
Location: Based in Toronto with periodic travel within Canada and to Malawi	
Last updated: October 2016	

Job Purpose:

The Director of Finance and Operations provides hands-on leadership to ensure sound financial management and efficient operations within the organization. The person in this position contributes to the overall success of the organization by effectively managing four key areas of the organization's operations: finance, human resources, IT and Administration. The Director provides management and oversight to a team of two FTE staff and one contractor and collaborates closely with the Malawi Program Finance Director.

Responsibilities:

A. Organizational Leadership:

- As a member of the Headquarters Management Team, contribute to the overall organizational strategic plan and vision, particularly from a financial, operations, and risk management perspective
- Participate in the MT oversight functions on policy and strategy as identified by the CEO, Board and MT
- Contribute to the development of the overall organizational strategic and annual plans and budget
- Participate in monitoring and reporting on the results of the organization through the annual accountability control cycle
- Monitor, evaluate and manage the outputs of the departments against approved plans and budgets, ensuring targets are met
- Proactively share financial and other information related to operations and coordinate with other MT members on crosscutting initiatives

- Ensure that Dignitas is compliant with legislation covering finances and operations, and is following voluntary sector best practice codes of conduct.
- Serve as the practice leader in the field of financial management, monitoring trends to ensure Dignitas International benefits from current knowledge, resources and techniques
- With the commitment of the CEO and board to lead by example, infuse a culture of rigorous financial management and accountability in Dignitas International, in concert with the humanitarian spirit of the organization.
- Promote Dignitas' values at work.

B. Financial Management:

- Manage the financial operations of the organization in Canada, including the development and implementation of internal controls, systems, organization-wide policies and procedures;
- Ensure accurate and timely internal and external reporting of financial results to management, the Board of Directors, donors and other external stakeholders;
- Perform annual and long term planning & budgeting; including financial modeling; cash and risk management functions;
- Administer and review all financial plans and budgets; monitor progress and changes and keep the CEO informed of the organization's financial status;
- Oversee and ensure quality control of ongoing accounting activities at headquarters, including payroll.
- Update and implement all necessary business policies and accounting practices;
- Provide capacity building and internal control support to the Finance team in Malawi;
- Lead the annual audit process for Dignitas International and Dignitas USA;
- Ensure organizational financial compliance with all donor and legal requirements, including annual tax filings;
- Manage organizational cash flow and forecasting;
- Monitor, guide and support department heads with budgetary responsibilities including the Malawi Finance Departments and the Country Director;
- Oversee HQ-based donor reporting and provide support in the development of budgets for new funding;
- Effectively communicate and present the critical financial matters to the CEO and Finance and Audit Committee of the Board of Directors.

C. Human Resources

- Provide leadership to build the organization's human capital to deliver on mission and strategic objectives;
- Develop and ensure the effective application of HR policies and procedures for Dignitas International;
- Oversee the development and implementation of HR best practices;
- Optimize and support the implementation of the performance management system to better evaluate staff performance and improve productivity
- Support the development of initiatives aimed at cultivating the next generation of leaders within the organization

- Ensure compliance with all current labour legislation for the organization in Ontario/Canada;
- Determine the necessary improvements of HR systems, procedures, tools to enhance HR recruitment and management;
- Support the Malawi HR Departments and the Country Director on HR matters as required;
- Provide support to HQ and international recruitments;
- Oversee the management of HQ and international contracts.

D. IT

- Develop and implement an organization-wide IT strategic roadmap focused on improving communications and data management and protection/security, achieving internal efficiencies within the organization, and providing better service to both internal and external customers.
- Use the road map to plan IT projects and investments that ensure a cost-effective and forward-looking use of IT resources.
- Oversee the IT Support contractor to ensure effective IT support at HQ and provide advice on the purchase of IT and communications equipment.

E. Administration

- Guide the administrative processes at headquarters in Toronto.
- Oversee the maintenance office equipment and office space, leases, contracts and insurances
- Work closely and transparently with all external partners including third-party vendors and consultants, and ensuring cost-effective use of Dignitas resources

Scope and Accountability

- Position is required to exercise independent judgment in resolving complex issues that affect a group of stakeholders
- Manages a departmental budget of approximately \$600K and has signing authority for all expenditure within the department.
- Determines appropriate staffing resources to meet departmental needs, makes staffing decisions in consultation with the CEO including hiring, firing and performance reviews.
- Position leads the planning of service delivery areas
- Position is required to develop new policies, processes and procedures

Qualifications and Skills

- MBA or related masters-level degree; Canadian CPA designation is a strong asset;
- Minimum 5 years of senior financial management experience, financial program management experience in an international NGO, preferably in sub-Saharan Africa;
- Proven and current in-depth knowledge of grant management and financial reporting requirements of not for profits to institutional donors, particularly USAID;
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination within a Canadian organization;
- Technology savvy with experience of managing or overseeing an IT function within an organization.
- Experience with developing and overseeing organization-wide administrative systems.
- Basic understanding of current labour legislation in Ontario/Canada; experience overseeing the HR function within an organisation is preferred; an HR designation is a strong asset.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Strong understanding of organizational and financial governance issues and risk management

strategy

- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Fluency in written and spoken English required;

- Personal qualities of integrity, credibility, and dedication to the mission of Dignitas International.

Travel: able to travel for a minimum of three weeks annually to Malawi and other countries in southern Africa.

Approved By:	President and CEO
Date Approved:	Oct 25, 2016
Review Date:	