

Company:

Dignitas International (“Dignitas”)
550 Queen Street East, Suite 335
Toronto, ON M5A 1V2 Canada

Job Title:

Director of Finance and Operations

NOC: 0014

Wage: CAD \$100,000-\$115,000 (40 hours per week) - permanent/full-time

Location: 550 Queen Street East, Suite 335, Toronto, ON M5A 1V2 Canada

Number of Positions: 1

Required Language Skills: English (written and spoken)

Who we are:

Dignitas International, headquartered in Toronto, is a Canadian medical and research non-governmental organization (NGO) dedicated to improving health care for people facing a high burden of disease and unequal access to services. Dignitas delivers and supports medical care in resource-limited settings in First Nations communities in Canada and in Malawi, Africa.

Key Responsibilities:

Organizational Leadership:

- Contribute to the overall organizational strategic plan and vision, particularly from a financial, operations, and risk management perspective
- Contribute to the development of the overall organizational strategic and annual plans and budget
- Monitor and report 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

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
- 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
- Canadian CPA designation is an asset

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;
- Oversee the management of HQ and international contracts

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

- Oversee the IT Support contractor to ensure effective IT support at HQ and provide advice on the purchase of IT and communications equipment

Administration

- 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

Required Skills:

- Minimum 5 years of senior financial management experience, financial program management experience in an international NGO, preferably in sub-Saharan Africa, and at both a headquarters and country program level.
- Minimum of 5 years of experience working with United States Government funding agencies (PEPFAR, USAID, CDC, NIH) and in-depth understanding of USG rules and regulations, and new business development processes.
- Minimum of 10 years of experience with international non-profit entities
- Proven expertise of grant management and financial reporting requirements of not for profits to institutional donors and research institutes
- Basic understanding of Canadian and European funders operating in the international development space, and new business development processes.
- Minimum of 10 years of experience with responsibility for the quality and content of all financial data, reporting and audit coordination
- Minimum of 5 years of experience with developing and overseeing organization-wide administrative systems
- Basic understanding of current labour legislation in Ontario/Canada is an asset; experience overseeing the HR function within an organisation is preferred
- Strong background in organizational and financial governance issues and risk management strategy
- Proven experience in relationship building with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Willing to travel for a minimum of three weeks annually to Malawi and other countries in southern Africa

Required Education:

Minimum of Bachelor's degree or higher in Finance, Business Administration, or related field.

Benefits:

- Medical and Dental Insurance
- 20 Vacation days
- Travel insurance

How to Apply:

Please send your resume and a cover letter explaining your suitability for this position to the following email address: jobs@dignitasinternational.org with Director of Finance and Operations in the subject line. The deadline for applications is May 11, 2018.