

## Employment Opportunity

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Title: **Finance Director**  
Organization: **Equitas – International Centre for Human Rights Education**  
Location: Montreal, Canada  
Permanent role, Full time  
Status: 35 hours/per week

**Application deadline: October 26, 2020 at 12 p.m.**

Start date: November, 2020

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### **Summary**

Are you passionate about human rights and social justice? Are you a member of the CPA order? Do you have solid experience in accounting and a good understanding of the non-profit sector? If so, Equitas has an exciting opportunity for you.

Equitas is Canada's most recognized and active human rights education organization. We work for the advancement of equality, social justice and respect for human dignity through transformative education programs. We empower people to address inequalities and discrimination, and to work to build more inclusive and rights-respecting communities.

Equitas is seeking a **Finance Director** who cares deeply about human rights, equality and inclusion and has a solid work experience in positions requiring very good knowledge of accounting principles. The **Finance Director** will bring financial management skills and experience to support the work of human rights education in Canada and around the world. He or she will collaborate with the other directors to provide strategic monitoring for the entire organization. They will provide support and assistance to project teams and actively participate in Equitas' Management Committee and Equitas' Program Steering Committee. Reporting to the Executive Director, the **Finance Director** will manage the finance team and ensure that the Management Committee and the Board of Directors have the financial analysis needed to steer the organization. They will ensure that the financial systems operate synergistically and efficiently to achieve Equitas' operational objectives and comply with funder requirements. The Equitas team is composed of approximately 50 employees based in Canada.

### **Main responsibilities**

#### **Accounting and financial management**

- Proactively update administrative and financial standards and procedures in accordance with funder requirements
- Ensure the monitoring of administrative and financial standards and policies, and provide the necessary training for project teams

- In collaboration with directors and project managers, ensure the follow-up of project expenditures and financial reporting in relation to budget forecasts
- Produce financial analyses and reports on a regular basis to Executive Management, and the Board of Directors, as required
- Coordinate the budget process and present the budget to the Management Committee, and the Board of Directors
- Establish multi-year financial projections and scenarios based on the project portfolio and enhance Equitas' ability to manage administrative and financial risks
- Develop tools to manage Equitas' financial contribution commitments to projects and to manage the financial risk associated with these commitments
- Develops tools that allow project managers to monitor budgets and provides training on tools
- Ensure compliance with the legal standards imposed by the tax law on charities
- Play an advisory role to the management team for the preparation and quality control of administrative and financial aspects related to contractual commitments
- Ensure the smooth running of internal and external financial audits
- Ensure the regular updating of administrative and accounting manuals, standards and policies

#### **Administration and asset management**

- Develop administrative procedures in close collaboration with the program management team
- Prepare reports for government authorities related to charity status
- Manage the organization's fixed cost budget
- Negotiate and manages the relationship with employee benefit providers and manages the employee payroll system
- Monitor the property, liability and directors' liability insurance policies. property, liability and directors' liability insurance policies

#### **Leadership and management of the finance team**

- Ensure the maintenance of sound personnel management within its team and supports the professional growth and leadership of staff, in line with broader organizational needs and priorities
- Ensure the integration and adequate supervision of human resources

#### **Qualifications**

- Motivation and commitment to Equitas' mission, vision and values
- Bachelor's degree in administration, finance or accounting;
- Member of the order of CPAs
- Seven (7) years of relevant experience in positions requiring very good knowledge of accounting principles, including at least two (2) years as a team manager
- Experience in the not-for-profit sector is an asset
- Ability to be involved in operations in order to manage work organization issues and the evolution of processes
- Ability to take an adaptive management approach in a changing context
- Ability in human resources management and team building
- Excellent leadership and demonstrated ability to mobilize resources and work in teams
- Excellent analytical skills

- Sense of organization, planning and rigor in deliverables
- Strong communication skills
- Reliability, discretion
- Good knowledge of computer and accounting software

**Language requirements**

- Excellent oral and written communication skills in both of Canada's official languages (English and French)
- Skills in other languages is an asset

**Other considerations**

- Availability to travel occasionally in Canada and/or internationally
- Candidates must be eligible to work in Canada and based in Montreal

For further information about Equitas consult our website at [www.equitas.org](http://www.equitas.org). Equitas is committed to employment equity and encourages applications from Indigenous peoples, visible minorities, people living with disabilities, and people of all sexual orientations and gender identities. Equitas offers a competitive salary and benefits in the NGO sector.

Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.

Please **send 1 attachment** (cover letter and C.V.) with **your name** and **Finance Director** in the subject line by **October 26<sup>th</sup> at 12 p.m.** to:

Catalina Lomanto  
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