

Title: Finance and Administration Officer

Location: Ottawa

Position type: Full Time Preferred / Part Time Possible

Position start date: Oct.-Nov 2017

Salary: commensurate with experience (entry level position)

The Humanitarian Coalition is looking for an enthusiastic and motivated person with a passion for humanitarian work to join our small team as Finance and Administration Officer. The ideal candidate will be bilingual and have prior experience in financial accounting. The ability to adapt to a fast-changing environment while having the confidence to take the initiative in managing tasks will be valuable skills.

The Humanitarian Coalition is a coalition of seven Canadian non-governmental agencies (Canadian Lutheran World Relief, CARE Canada, Islamic Relief Canada, Oxfam Canada, Oxfam-Québec, Plan International Canada and Save the Children Canada) with decades of experience in humanitarian assistance and development who undertake united emergency appeals. The Humanitarian Coalition and its members have developed joint emergency appeal mechanisms and capacity in Canada to provide donors with an easy way to give, raise awareness among the Canadian public about humanitarian issues, strengthen the humanitarian response sector, and make a substantive contribution to reducing the suffering and affirming the rights of those affected by humanitarian crises.

The Humanitarian Coalition is a separate legal entity from its member agencies, principally tasked with fundraising during humanitarian appeals for aid. The Humanitarian Coalition does not directly operate any programs overseas.

1. SCOPE OF POSITION

Working directly with the Humanitarian Coalition's Executive Director, the Finance and Administration Officer supports the day-to-day operations by carrying out accounting, office management, and partnership and donor relations functions. This position is an essential part of our small team, as is reflected in the breadth of tasks to be undertaken.

The ideal candidate will be enthusiastic about taking on a variety of tasks and will take pride in seeing them through. He or she will be bilingual, have a range of experience with accounting and office related tasks, as well as standard office tools.

2. RESPONSIBILITIES

All of the following tasks are assigned to the Finance and Administration Officer, with time commitments for each varying over any given period according to priorities.

Financial Accounting

- Manage all entries into the organisation's accounting program (Quickbooks); this includes invoices received or sent out, and monitoring use of the business credit card;
- Manage accounts payable;
- Complete monthly donation tracking and reconciliations;
- Complete monthly bank account reconciliations;
- Prepare monthly financial reports;

- Prepare the HST returns as required;
- Audit preparation, including completing year-end working papers for the auditors;
- Support the completion of the annual charity return (T3010) and Imagine Canada standards compliance report;
- Prepare any other financial reports requested by the Executive Director.

Office Management

- Serve as primary administrative contact, providing support for daily maintenance of office facilities, administration and records management;
- Handle mail and other routine correspondence;
- Arrange for functions, travel arrangements, hotel bookings, requests for disbursements and expense claims and requisitions for office supplies (purchases of stationery items, postage, courier and complete printing material for the organization);
- Maintain filing system to ensure all records are kept up to date and are readily accessible;
- Coordinate logistics for conferences and meetings, including booking, budget tracking, briefing documents, and materials distribution;
- Serve as secretary of the Board of Directors, including writing minutes for meetings of the Board, circulating and updating them with any feedback received. Maintain up-to-date records of Board minutes, decisions and related documents.

Partnership and Donor Relations

- Support the Executive Director in corporate and media partner outreach, engagement, stewardship, record-keeping and data management.
- Support donor relations (communications, database management) on an as needed basis, in coordination with the Appeals and Fundraising Manager.

Special Projects

- Other special projects as determined by the Executive Director.

3. QUALIFICATIONS, SKILLS and ATTRIBUTES

- Bilingualism (French and English) required;
- Demonstrated planning and execution skills in a multi-tasking environment;
- Knowledge of financial analysis tools, administrative processes and procedures;
- Experience with general office management;
- Excellent computer literacy including internet, Microsoft Office (Outlook, Word, Excel, PowerPoint). Website support experience an asset;
- Excellent customer service and relationship management skills;
- Excellent written and verbal communication skills;
- Demonstrated capacity to work independently and in a team environment;
- Strong problem-solving skills;
- Knowledge of international development and humanitarian issues an asset.