JOIN OUR TEAM. CHANGE YOUR CAREER. CHANGE THE WORLD.

SENIOR MANAGER, IT COMPLIANCE AND BUDGET MANAGEMENT

Organization: Plan International Canada

Reports to: Vice President, Information Technology

Location: Toronto (Mount Pleasant & Eglinton)

About You

Are you passionate about equal rights for all children and equality for girls? Can you see yourself being an integral member of a team that works towards transforming lives in developing countries? Are you confident that you can be part of a high performing team focused on developing, managing and supporting a series of policies and the budget associated with the Information Technology department?

Are you passionate about documentation, detail and financial and contract management? Are you an experienced financial and process manager? Have you had success with leading complex organizations through the development of key documentation, planning and financial planning exercises? Are you a trusted advisor and financial management leader with a collaborative working style and an ability to engage with diverse internal stakeholders adding value to organizational excellence and encouraging creative problem solving?

Why a career with Plan?

A career with Plan International Canada offers individuals a meaningful experience that drives professional development and a rewarding opportunity to use their skills and talents to help make a difference in promoting child rights to end child poverty. Are you ready for an opportunity to join one of the largest International NGOs in the world, creator of the award winning "Because I am a Girl" global movement, working to end gender inequality and promote girls' rights? Are you excited about playing an important role in determining the future of millions of children and families globally?

Employees at Plan International Canada's National Office strive to make a difference in the lives of children and their families through sustainable, child-focused community development.

Joining our dynamic team of experts and specialists can change your life too!

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. As a member of a diverse, dynamic, high-performing team, each Plan employee is driven to learn, valued for their contribution and approaches each day excited to make an impact.

We are proud of our award winning corporate culture validated by our *Canadian Nonprofit Employer of Choice* award for 2015 and 2016 and *Canada's 10 Most Admired Corporate Cultures* since 2012.

Join our high performing team and change your career…change the world!

The Organization
Founded in 1937, Plan International is one of the world's oldest and largest international development agencies, working in partnership with millions of people around the world to end global poverty. Not for profit, independent and inclusive of all faiths and cultures, Plan International strives for a just world that advances children's rights and equality for girls. **Because I am a Girl** is Plan International's global movement to transform power relations so that girls everywhere can learn, lead, decide and thrive.

Plan Canada's Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach initiatives that support programs that are implemented in more than 50 developing countries across Africa, Asia and the Americas. Plan has a dedicated staff of over 200 employees whose role is to support quality programming in the areas of health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance.

Further information can be found at: plancanada.ca.

The Position
The Senior Manager, IT Compliance and Budget Management an integral member of the IT and overall Operations Leadership team and will have an opportunity to influence and execute part the team's strategy to *Build a Thriving Organization* as part of our overall organizational strategy: *20 Million Reasons*.

Working collaboratively with the IT Leadership team you will be responsible for the review, renewal and development of all policies and procedures related to technology, data and use of information, as well as leadership of resource, vendor, contract and financial management for the department working in close collaboration with the Finance department. Through the use of process management, financial management, documentation and planning skills, you will support the department to achieve a higher level of rigor around its new and existing initiatives.

We are looking for a candidate that:

- Brings a focused and experienced approach to compliance and budget management; someone who is able to understand what is required to support resource planning and financial management and who can go above and beyond to update, and document key policies and procedures related to IT and support adherence to these.
- Is experienced in project management, policy and procedure documentation, financial and operational planning and management and oversight of activities to assess compliance and support tracking and reporting.
- Will be responsible for managing relationships with stakeholders throughout the Operations team, as well as external resources such as legal and vendors as necessary.
- Is able to manage multiple competing priorities and be able to quickly get up to speed to deliver on these functions.

The organization is strongly committed to information technology as an enabler of growth and leadership in the non-profit space. This role is key to enabling this goal by contributing to the development of the management and control processes that are essential to manage this growth effectively.

What does success looks like?
The candidate's unique skill profile and ability to build trust and work with and across teams are critical factors for success.

Key responsibilities of the role include:
- Operational planning tracking and management including budget and resource tracking
- Procurement, contracting, and vendor management
- Review, update, and management of key policies and procedures related to IT operations

As our ideal candidate you will have:
- A personal and professional commitment to transparency and collaboration to achieve top enterprise performance
- Ability to update and build new processes and tool, track, manage and report on these
- A proven track record as leader and collaborator in this area with deep financial and compliance management experience
- Business acumen and the ability to influence others by fostering strong business relationships
- A flexible and adaptable work style; open to collaboration with strong personalities and professionals; thrive in a fast-paced evolving work culture
- A passion for mission driven work and personal values aligned with those of Plan International Canada's corporate values

How to apply:
To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your CV and covering letter, outlining your skills, experience and salary expectations to gethired@plancanada.ca by September 8, 2017. Please reference **Senior Manager, IT Compliance and Budget Management** in the subject line**.**

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

Consistent with our Child Protection Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Applicants must be eligible to work in Canada for the duration of the work term. Proof of eligibility will be required. Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity however only those selected for an interview will be contacted. No phone calls please.

Thank you for your interest in a career at Plan