



## SENIOR COMPLIANCE MANAGER

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| <b>Status</b>                    | Full-time permanent   |
| <b>Department</b>                | Program Management and Compliance   |
| <b>Reports to</b>                | Director Program Management and Compliance  |
| <b>Compensation band</b>         | 3B  |
| <b>Overall responsibility</b>    | <p>The Sr. Compliance Manager leads a team of Compliance Managers. The Compliance Team supports cross-functional project teams to ensure quality implementation of complex multi-million dollar grant funded projects in Africa, Asia and Latin America.</p> <p>The Sr. Compliance Manager is responsible for providing guidance relating to the financial management of projects and in some instances supporting the financial management of larger projects. They are also responsible for ensuring compliance to donor requirements and leading grant audits where required.</p> <p>The Sr. Compliance Manager will also provide oversight to and/or contribute to proposal development focusing on budgeting for quality implementation and maximum cost recovery.</p>   |
| <b>Specific responsibilities</b> | <p><i>Working closely with Canadian project team members and Plan field offices:</i></p> <ul style="list-style-type: none"><li>• Provide technical guidance and mentorship to a team of compliance managers</li><li>• Support staff to develop effective solutions to compliance issues on grants</li><li>• Ensure that common grant compliance risks are identified across the portfolio, shared with the compliance team and escalated, where required</li><li>• Lead in the development of effective tools and techniques for grants compliance and risk management, as well as the roll-out of these tools and techniques within the team</li><li>• Lead Donor and Grants Audits</li><li>• Contribute to an environment of continuous learning, sharing and improvement for grant compliance and risk management processes and procedures</li><li>• Contribute to Systems development and Integration projects,</li></ul> |

providing subject matter expertise to these initiatives

- Collaborate with the Finance Department to provide financial and compliance information for the projects in the portfolio
- Provide financial oversight and review donor reports for more complex grants

**Skills, experience, qualifications**

- Business or Finance related degree – CGA/ CMA, MBA would be added advantage
- Progressive experience in financial management, including financial reporting and analysis
- Good Understanding of Canadian, GAAP and Auditing standards
- Experience leading or participating in donor financial compliance audits
- Hands on experience reviewing complex contracts and agreements
- Experience in people management
- Coaching & mentoring skills for building project staff capacity on quality financial management
- Superior skills in building productive working relationships with team colleagues, field offices, donors and partners
- Understanding of project management life cycle and risk management
- Flexible approach to deal and manage a team through ambiguity
- Fluent in oral and written English. Ability to function in a second language (French/Spanish) is preferred.
- Exceptional cross-cultural, oral and written communications skills
- Excellent computer skills using Microsoft Office, Internet and databases
- Ability to travel internationally (a valid passport will be required)
- Must be eligible to work in Canada

**About Plan International Canada**

Imagine working for a leading international non-governmental organization (NGO) that's dedicated to creating a better world. That's Plan International, a global movement for change, mobilizing millions of people around the world to support social justice for children in developing countries.

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 has only one agenda: to improve the lives of children. Because I am a Girl is Plan International's global initiative to end gender inequality, promote girls' rights and lift millions of girls – and everyone around them – out of poverty.

Plan International Canada is part of a global network of offices in over 70 countries. Our busy Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach, as well as overseeing a wide variety of field programs led by our International

Program Department, which includes experts in health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance. We at Plan International Canada are a dedicated, passionate and diverse team of over 200 employees who are committed to making a difference in the lives of children.

Join us and plan to change the world.

Visit our website at [plancanada.ca](http://plancanada.ca)

### How to apply

To apply for this role please forward your CV and covering letter, outlining your skills, experience and salary expectations to [gethired@plancanada.ca](mailto:gethired@plancanada.ca) by April 21, 2017. Please reference **Senior Compliance Manager** in the subject line.

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.**

Applicants must be legally eligible to work in Canada.

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

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.