



JOIN OUR TEAM. UNLEASH YOUR FULL POTENTIAL. DEFY NORMAL.

GRANTS OFFICER – FINANCE & COMPLIANCE

Organization:	Plan International Canada
Reports to:	Director, Grants Compliance
Location:	Toronto (Mount Pleasant & Eglinton)
Status:	Permanent, full-time

What can you expect from joining a leading organization in the global movement to advance children’s rights and equality for girls?

An inspiring team of intelligent disruptors that challenges themselves to Defy Normal – to be bold, insightful, focused and innovative.

We are one of Canada’s Most Admired Cultures and here’s why: together, we have created a climate of trust and inclusivity – where diversity in people, ideas and approaches is not only respected, it’s encouraged. We are empowered to command change and build powerful partnerships, with support from passionate leaders to unleash our full potential and learn, lead, decide and thrive.

Further information can be found at: plancanada.ca

The Position

Business Development

- Ensure proposals are compliant with Plan International Canada’s financial and approval processes and policies
- Coordinate timely submissions of project approval requests, ensuring submission packages are accurately completed

Grants Finance & Compliance

- Grants process and system management (including FRF, Rolling Plan, Replicon, SAP BI, CRM, etc.)
- Ensure Global Fund Units audit readiness through monitoring and development of templates and standardized processes for the team
- Track and follow-up on closing grants, ensuring timely project closures

Project Management

- Support the development of new template and process standardization (including work plan, project financials – budget, actuals, burn rates) for the Detailed Implementation Plan
- Create and review project work plans, incorporating all upcoming activities for the project

Administration

- Provide knowledge management support to the Global Fund Finance Network
- Assist with the organization and planning of Global Fund retreats and workshops, conference payments and logistics
- Assist with project and team meeting minutes and meeting set-up

What does success look like?

- Sound process and system management - operate parts of key business processes assigned; understand the elements that make up each process, proactively identify process improvement opportunities
- Focus on helping the team deliver and achieve results through financial, administration and grants management
- Maintain and enhance effective cross-functional business partnerships
- Manage small donor grants through project management
- Maintain and enhance how to input, extract, store and update data, build reporting and trouble shoot where necessary

As our ideal candidate you will have:

- An aptitude for financial management and strong attention to detail
- Excellent written and verbal communication and relationship management skills for internal and external stakeholders
- A process-oriented working style, with the ability to be flexible and adaptable
- Strong organization skills and the ability to multi-task effectively are essential
- Excellent working knowledge of Microsoft Office Suite products (Excel, Word and Power Point)
- Ability to trouble shoot, strong understanding of how to assess requirements and provide solutions
- Business degree and/ or designation considered a strong asset
- A passion for mission driven work and personal values aligned with those of Plan International Canada's organizational values

How to apply:

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your resume and cover letter to gethired@plancanada.ca by **May 23, 2019**. Please reference **Grants Officer** 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 Safeguarding 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 International Canada!