



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

BILINGUAL COMPLIANCE MANAGER (ENGLISH/ FRENCH) - GRANTS FINANCE

Organization:	Plan International Canada
Reports to:	Senior Compliance Manager
Location:	Toronto or Ottawa
Status:	Full-time, permanent

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 contribute to an international project team to help deliver quality projects?

Are you experienced in financial management? Have you had success with financial management and reporting with other non-profit or international organizations focused on International Development? Are you a trusted team member with a collaborative working style and an ability to engage with diverse stakeholders adding value to organizational excellence and encouraging creative problem solving?

The Position

Reporting to the Senior Compliance Manager, the Compliance Manager will support a cross functional development team responsible for preparing proposals and managing a wide range of rapid and complex projects in the international development sector.

The role of the Compliance Manager is to: 1) contribute to proposal development for Plan Canada's grants portfolio, focusing on budgeting for quality project implementation; and 2) provide oversight and analysis of the financial health of assigned projects while ensuring compliance to donor requirements.

What does success look like?

Budget Development and Management

- Lead budget preparation with a focus on appropriate costing models, alignment with proposed activity/staffing plans as well as maximizing cost recovery.
- Ensure proposals have best in class budget presentation and budget notes, in line with donor guidelines.
- Continue to maintain overview of available budgets, budget versus actuals, pre-empting future realignments and advising on course correction and responding to information requests.
- Identify ways to maximize efficiencies within and across projects.
- Coordinate, complete and obtain approvals for Agreements with the Plan field, regional and international headquarter offices.
- Work collaboratively with Program Managers, to prepare, review, submit, and oversee project budgets and forecasts, ensuring alignment with project activities.
- Work closely with compliance team to develop and implement a standardized package for quality financial management of grant funded projects including standard KPIs, budget and reporting guidelines, Gift in Kind treatment, procurement and asset management plans, compliance training, project start-up and closing procedures.
- Participate in feedback mechanism to capture lessons learned from projects in implementation to inform future budget development and build on donor intelligence from compliance perspective.

Internal and External Financial reporting

- Donor Financial reports and related financials finalized on time, per donor requirements/formats, ensuring alignment with narrative reports, reconciled with field and Canadian office general ledger and analytical reviews performed for variance reporting.
- Support Field offices and project teams to setup efficient financial reporting forms in line with requirements of the project, donor and Plan financial systems.
- Review and validate field office financial reports (including variance analysis) together with project managers, ensuring timely follow up and corrections.
- Ensure timely consolidation of project financials, booking of monthly and quarterly revenue related to projects, providing investment instructions on surplus project funds and updated transfer instructions to field offices.

Donor Compliance, Risk and Audit

- Identify areas of risk by providing regular analysis of financial health of projects against standard key performance indicators (KPIs) and develop strategies to mitigate these risks.

- Provide training and ongoing support to relevant stakeholders including Canadian project team members, Plan field offices and partners on understanding donor financial compliance, identifying financial risks and other best practices related to financial management and ensuring compliance requirements are understood and adhered to at all levels.
- Ensure all project expenditures and contracts are in compliance with terms and conditions of donor agreements by conducting regular desk audits as well as occasional in-field audits.
- Work closely with Country teams to prepare for donor audits. Oversee coordination of donor audits with field offices for assigned portfolio of projects.
- Continuously evaluate Projects Financial Risks and update Risk Registers as required for escalation to Management, including mitigation measures.
- Review donor, field office and partner agreements ensuring the financial terms and conditions are compatible with Plan's systems and are favourable to quality implementation and reporting.

As our ideal candidate you will have:

- Fluent in oral and written English and French. Other languages considered an asset.
- Business or Finance related degree, MBA is considered an asset. Professional accreditation (CPA/CGA/CMA) an asset.
- Proven experience in financial management, including financial reporting and analysis, developing costing models / budgets at the project design stage and risk assessment and mitigation for \$2M+ Proposals.
- Demonstrated knowledge and prior experience working with a wide variety of international development funding agency rules, regulations and contracting structures, including experience with donor agencies such as Global Fund, Global Affairs Canada (including IHA), multilateral agencies (Educate a Child, Dubai Cares, Global Sanitation Fund, AfDB, UNICEF, UNHCR, etc.) and charitable organizations / Foundations.
- Good understanding of Canadian GAAP and auditing standards.
- Experience participating in donor financial audits.
- Demonstrated understanding of the synergy between the programmatic, operational and financial components of project design.
- Superior skills in building productive working relationships with team colleagues, field offices, donors and partners.
- Prior experience on financial management of projects and understanding of project management cycle is an asset.
- Exceptional cross-cultural, oral and written communications skills.
- Intermediate to advanced skills in MS Office Suite with advanced Excel skills required.
- Strong analytical and problem-solving skills.
- Flexible and proven ability to deliver under very short deadlines.
- Coaching and mentoring skills for building project staff capacity on quality budget development.
- Experience with working in cross-functional teams and matrix environment.

- Flexible approach and good ability to deal with ambiguity.
- Hands on experience reviewing complex contracts and agreements.
- Ability to travel internationally (a valid passport will be required).
- A strong work ethic coupled with tact and diplomacy.
- Personal values consistent with those of Plan International's organizational values.

Why a career with Plan International Canada?

Are you ready for an opportunity to join one of the largest not for profit organizations in the world? Are you excited about playing an important role in positively impacting the future of millions of children and families globally?

Plan International Canada is a member of a global organization dedicated to advancing children's rights and equality for girls. We are calling on all Canadians to Defy Normal: to take a stand anywhere children are oppressed, exploited or left behind and girls aren't equally valued. Together, we can create a world where all unleash their full potential.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years and are active in more than 70 countries.

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. Join our high performing, diverse team and change your career...positively impact the world! Further information can be found at: plancanada.ca.

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. **Review of applications and interviews will take place on a rolling basis.** Please reference **Bilingual Compliance Manager**, 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 International Canada!