



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

SENIOR MANAGER, GRANTS COMPLIANCE - BILINGUAL ENGLISH /FRENCH (12-MONTH CONTRACT)

Organization:	Plan International Canada
Reports to:	Director, Grants Compliance and Audit
Location:	Toronto or Ottawa (with up to 30% international travel annually)
Status:	Full-time, 12-month contract
Contact level:	A

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

The Senior Compliance Manager is part of a cross functional project team responsible for quality implementation of complex multi-million dollar grant funded projects. The team includes specialists in Program Management and relevant thematic experts. The Senior Compliance Manager's role within this team is to provide oversight and analysis of the financial health of assigned projects while ensuring compliance to donor requirements. The Senior Compliance Manager will contribute to proposal development focusing on budgeting for quality implementation and maximum cost recovery.

The role of the Senior Compliance Manager within this team is to provide oversight to the new and existing grant funded projects, focusing on budgeting for quality project implementation,

maximizing cost recovery, ensuring value for money, and meeting compliance requirements with donor budget and terms. This position will lead a team that is focused on budget development, contract review and donor financial compliance.

What does success look like?

- Review donor and partner agreements, ensuring financial terms and conditions and advising on compatibility to Plan International's systems, ensuring they are favorable to quality implementation and reporting.
- Lead the preparation and submission of project budgets, forecasts and financial reports, ensuring alignment with project activities.
- Identify areas of risk by providing regular analysis of financial health of projects against standard key performance indicators (KPIs).
- Develop and implement strategies to minimize financial risks.
- Ensure all project expenditures and contracts are in compliance with terms and conditions of donor agreements, by conducting regular desk reviews /audits as well as occasional in-field reviews/audits.
- Oversee donor financial audits.
- Identify ways to maximize efficiencies within and across projects.
- Provide training and ongoing support to relevant stakeholders, including Canadian project team members, Plan International field offices and partners on understanding donor financial compliance, identifying financial risks and other best practices related to financial management.
- Participate in proposal development teams, leading the budget development with a focus on appropriate costing models, alignment with proposed activity and staffing plans, as well as maximizing cost recovery.
- Contribute to the development and implementation of 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.

As our ideal candidate you will have:

- Fluency in oral and written French and English
- Proven experience developing costing models /budgets at the project design stage and risk assessment /mitigation for large 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 Affairs Canada (including IHA), multilateral agencies (Educate a Child, Dubai Cares, Global Sanitation Fund, AfDB, UNICEF, UNHCR, etc.) and charitable organizations / foundations.
- Previous experience working on long term development projects an asset.
- Hands on experience structuring and reviewing complex contracts and agreements.
- A flexible and adaptable work style; open to collaboration with strong personalities and professionals; thrive in a fast-paced evolving work culture.
- Ability to deal with ambiguity and deliver under very short deadlines.
- Proven experience in people management
- Experience with working in cross-functional teams and matrix environments.
- 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. Review of applications and interviews will take place on a rolling basis. Please reference **Senior Manager, Grants Compliance - Bilingual** 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!