

Job title	Finance Manager
Reports to	Director of Operations
Faculty/Department	The Romeo Dallaire Child Soldiers Initiative, Halifax Nova Scotia
Duration	12-month, full time contract

About the Dallaire Initiative

The Roméo Dallaire Child Soldiers Initiative (Dallaire Initiative) was established in 2007 by retired Lieutenant-General the Honourable Roméo Dallaire, former Force Commander of the United Nations Assistance Mission for Rwanda (UNAMIR). Our mission is to progressively end the recruitment and use of children as soldiers worldwide.

To achieve this important objective, the Dallaire Initiative conducts activities on four fronts:

- Comprehensive, prevention-oriented capacity building for security sector actors, in the service of broader security sector reform, as well as collaboration with civil society to create and implement tools that protect children from the dangers associated with recruitment and use.
- World-class, interdisciplinary research to build and share knowledge, which in turn leads to new solutions;
- High-level advocacy activities to create and promote the political will to end the use of children during war;
- Education and programming to sustain the efforts to make the recruitment and use of children as soldiers unthinkable by inspiring leaders, educators, and policy makers to implement new approaches, conduct research, and actively share their knowledge on the prioritization of the children's rights upfront approach.

Job Summary

This position will report directly to the Director of Operations and act as the Finance Lead of the organisation with responsibility for the management, administration and reporting of all grants and funds. It will include managing the daily financial activities of the Dallaire Initiative and providing regular advice and guidance to the Executive Team on financial management, fund status, risk and best practices while helping meet the overarching goals and objectives of the organization.

The Dallaire Initiative receives a major portion of its funds from public donors which Dalhousie is responsible for administering, and the role entails liaison with their financial services department on a regular basis. In addition to the financial management of the organisation, this position is responsible for overseeing the financial activities of overseas field office, with support from the HQ Finance Officer and/or Assistant Finance Officer. The organisation is currently in the process of sourcing financial accounting software for internal use and the incumbent will be expected to oversee its implementation and management. Additional key responsibilities include capacity building and support in finance technical areas to relevant staff in the organisation.

Key Responsibilities

General Financial Management and Governance

- Develop best practices, policies and procedures for the administration of Dallaire Initiative funds and review regularly to ensure continuing improvement;
- Ensure adherence to the organisation's finance policies and procedures, ensuring proper systems of internal control and regular review of financial transactions;
- When required by the Executive Team, attend meetings and present financial data in a clear and functional format;
- Manage the relationship and liaison between Dallaire Initiative and Dalhousie University finance departments;
- Effective management of information and data as they relate to financial and accounting records of the operations of the organization and the reconciliation with Dalhousie University financial systems;
- Leads the payroll process and budget management of staff allocations;
- Carry out regular finance review visits to field offices, on a minimum annual basis;
- Advise on areas of financial risks and propose and implement solutions;
- Facilitate any audit requests from funders, donors or partners;
- Provide finance induction and training to new staff on areas relevant to their designation;
- Supervise finance staff at Dallaire Initiative HQ and technical support to field offices;
- Provide capacity development support (either mentoring or coaching) to both finance and non-finance staff at HQ and the field offices as applicable.

Grant Management and Fundraising

- Contribute to the establishment of annual and multi-year organisational budgets, allocations, forecasting and planning;
- Monitor funds to ensure that monies are spent in accordance with the organization's/Dalhousie's financial policies and procedures and respective Donor guidelines;
- Prepare regular finance reports by Project (Restricted and Unrestricted) and coordinate with Project Directors to ensure overall management of funds and resources in line with budgets;
- Develop a regular forecasting process by Project (Restricted and Unrestricted) and coordinate with Project Directors to manage any projected over/underspends;
- Prepare all financial reporting and analysis, as required for internal and external audiences including governance bodies, Dalhousie University, donors and partners and submit for sign off to Dalhousie Research and Financial Services where applicable;
- Prepare the Annual Financial Report for the Executive Director and Founder, for the purpose of the Annual Report, working in conjunction with the Director of Policy, Advocacy and Communications;
- Assist the Director of Programmes with regards to new grant applications by providing budgetary information as required.

Other Responsibilities



- To proactively participate in planning and performance processes as outlined in the Employee Handbook including annual appraisals, regular meetings, and ensuring that annual reviews are an integral component of workplans and priorities;
- Promote a safe and secure work environment in line with the organization's core values; and foster strong communication between teams within the organization;
- Demonstrate an ongoing commitment to child protection and commitment to the Protection from Sexual Harassment, Exploitation and Abuse (PSHEA);
- Comply with Dallaire Initiative's financial and operational requirements and uphold high standards of honesty and integrity in personal conduct.

Skills, Knowledge and Experience

Required

- Advanced degree in finance, accounting or business administration (CPA designation preferred) with minimum of 8+ years' experience, *of which at least 3 years has been with a non-profit organisation in a global context*;
- Proven experience in managing budgets and multiple administrative and finance tasks in fast-paced environments;
- Ability to take initiative to organize time effectively within a range of often conflicting deadlines and competing priorities;
- Possess well-developed analytical, problem-solving and decision-making and communication skills;
- Capable of meeting professional challenges in a busy, deadline driven environment;
- Must be able to work effectively in a team environment and be able to develop and maintain effective working relationships with multiple levels of partners, internal and external;
- Able to manage and be managed in a dotted line hierarchy;
- Superior attention to detail, reporting, and tracking of multi-million-dollar projects;
- Advanced proficiency with excel spreadsheets;
- Demonstrate ability to work effectively across multicultural, multilingual, and multidisciplinary teams both on site and remotely;
- Fluent written and verbal communication skills in English.

Desirable

- Experience of working across countries and cultures, preferably in an international context;
- Thorough understanding of the organizational principles, practices, and systems optimization of a university structure;
- Demonstrate ability of managing complex grant and contract agreements;
- Working with multi-currency environment;
- Experience in mentoring and delivering training to both finance and non-finance staff;
- French or other language skills would be an asset.

Further Information

The Finance Manager is a grant-paid position starting in June 2020. The position is a one-year contract, pending the successful completion of a probationary period. It is based out of the Dallaire Initiative headquarters, which is housed within Dalhousie University in Halifax, Nova Scotia.

How to Apply

Your application package must include a cover letter and curriculum vitae. Please submit applications by email to [hiring@childsoldiers.org](mailto: hiring@childsoldiers.org) by **June 2, 2020, 11:59 p.m.**

We are an equal opportunity employer and welcome applications from candidates of diverse backgrounds.

Applications will be reviewed as they are received. We thank all applicants however, only qualified candidates selected for an interview will be contacted shortly after the closing date. The successful applicant must be legally entitled to work in Canada and will need to complete a criminal background and child abuse registry check prior to commencing employment.