



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Director, Finance & IT

(Permanent; Full-time; based in Toronto)

This role is responsible for providing leadership and direction to the organization's finance and IT functions. This includes managing the financial reporting and forecasting requirements while providing appropriate analysis in support of organizational goals and objectives.

The responsibilities of the position will include:

Finance (55%)

- Oversee the day-to-day finance and accounting operations including cash management, banking and investments, accounts receivable and payables, account reconciliations, general ledger and payroll.
- Ensure compliance with GAAP, CRA and other regulatory bodies.
- Ensure that policies, internal controls, systems, processes and procedures are in place that safeguard UNICEF's assets and reputation.
- Oversee the month-end cycle to ensure all management, statutory and UNICEF reports are produced accurately and on time.
- On a quarterly basis, work closely with Directors and Managers to prepare accurate forecasts, reporting on unusual/significant variances, recommending solutions/corrective action while proactively supporting the development team in achieving optimal financial results.
- Oversee the year-end fiscal cycle including the preparation of financial statements, statutory reporting.
- Responsible for the annual financial audit.
- Lead the organization's budgeting process & forecasting.
- Prepare the portfolio annual operating plan and budget, forecasting functional requirements, monitoring variances and initiating corrective action.



- Provide expert guidance and advice to assist staff with financial analysis and problem-solving.
- Prepares long term financial plans, as required.

Information Technology (IT) (25%)

- Lead the strategic direction, implementation and management of IT including the planning and management of IT infrastructure, telephony and associated upgrades.
- Oversee the management of daily services including vendor relations, systems administration and help desk support, as necessary.
- Ensure appropriate operational and security protocols are in place to reliably support business operations with minimal technical interruption.
- Ensure the Business Continuity Plan (BCP) is maintained and tested annually.
- Ensure protection from emerging threats, including appropriate cyber security measures.

Team and Operational Management (10%)

- Lead continuous improvement efforts of data, systems and operational processes to ensure current and relevant support is in place to meet organizational goals and objectives, both short and long term.
- Lead the development and delivery of corporate services including purchasing, warehouse, facilities management and records retention management.
- Ensure appropriate cross-training is in place to meet departmental resource fluctuations.
- Recruit, orient and develop an effective team of staff to deliver finance and IT objectives.
- Encourage individuals to develop strengths and support opportunities to foster professional growth.
- Conduct team annual goal setting planning, and performance review as established by people processes; support employee engagement strategies as required.

Board Support (10%)

- As the primary staff focal point, support to the Finance & Audit (F&A) Committee, provide timely and relevant information for the Committee, as needed.
- Attend and play a leadership role in all F&A Committee meetings, attend board meetings, as required.

The ideal candidate will have:

- A post-secondary degree or diploma.
- An accounting designation (CPA).
- A minimum of ten (10) years' relevant work experience, preferably in a not-for-profit environment.
- An understanding of current Microsoft server operating systems (OS's), desktop OS's, Office Suite products, SQL Server, Exchange, and SharePoint; Remote Desktop Services (RDS); HP Hardware including Servers, Procurve Switches, Desktops



and printers; Trend Anti-Malware corporate products; Voice over IP Telephony products (Mitel); Wide Area Networks – MPLS.

- An understanding of Financial Edge and Raiser's Edge.
- Strong communication skills.
- Exceptional planning and organizing skills.
- High attention to detail.
- The ability to develop teams and work collaboratively.
- French (an asset).

For consideration, please submit your resume and cover letter to careers@unicef.ca by **June 19, 2017**. Please attach your cover letter (including salary expectations) and resume as one document and reference “**Director, Finance & IT**” clearly in the subject heading. First round interviews will be taking place on June 21 and 22, 2017.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

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

UNICEF 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 requirements for the position.



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