



GLOBAL CENTRE FOR PLURALISM
Finance Manager (7.5- Month Parental Leave)

Position: Finance Manager

Location: Ottawa

Term: 7.5 - months parental leave cover, full-time starting January 4, - August 15, 2022

Application Deadline: December 1, 2021

About the Centre:

The [Global Centre for Pluralism](#) is an independent, charitable organization founded by His Highness the Aga Khan and the Government of Canada.

By joining the Global Centre for Pluralism, you will become a member of a committed staff that values collaboration and creativity, and deeply cares about the work we do. At the Centre, we believe that societies thrive when differences are valued. Our mission is to influence perspectives, inform policies and inspire pathways to advance pluralism.

Our work supports societies looking to address injustice, inequality, and exclusion, while remaining grounded in the contexts and lived experiences of each place. We work with policy leaders, educators, and community builders around the world to amplify and implement the transformative power of pluralism.

We are fortunate to work in a beautifully restored, spacious heritage building in downtown Ottawa at 330 Sussex Drive. Currently, our teams are working remotely due to COVID-19.

Here are the core principles that inform our work:

- We aim to embody pluralism in who we are and everything we do.
- We are creative and courageous, highly professional with a commitment to quality.
- We remain accountable by keeping our work grounded in learning and collaboration.
- We choose to own the discomfort and tensions inherent to our work.
- We focus on achieving transformational results.

Our programs:

The Centre's programs include:



- **Global Analysis:** Developing research and tools to measure societies' treatment of diversity and track trends to support the implementation of more inclusive policies and practices around the world
- **Educating for Pluralism:** Supporting educators to advance pluralism within the classroom as well as throughout educational systems and institutions
- **Global Pluralism Award:** Celebrating and supporting the work of worldwide champions working to build more peaceful societies that respect differences
- **Peace and Conflict:** Applying a pluralism lens to support peace processes around the world

About the position:

The Finance Manager reports to the Chief Financial Officer (CFO) of the Global Centre for Pluralism. The CFO has overall responsibility for the leadership and operational excellence of the finance department. The Finance Manager supported by the Coordinator Finance and Administrator will be responsible for full cycle accounting and supporting financial management across a complex and dynamic charitable organization with multiple programs.

Role and responsibilities:

- Review vendor invoices weekly verifying authorizations and account coding as per organizational policies and procedures
- Review weekly EFTs, wire transfers and bank transfers, and associated reports
- Approve all entries in the finance system (Microsoft BC) after ensuring appropriate documentation for each entry
- Prepare accurate monthly endowment reports
- Prepare monthly management reports including projection and variance analysis
- Develop donor grants reports
- Conduct monthly finance review meeting with budget holders
- Review monthly bank reconciliation for USD & CAD accounts
- Review monthly credit card reconciliations
- Update purchase order and contract listing for monthly management reports
- Review tracking and account of space rental revenue and expenditure
- Review monthly HST Self-Assessment return for overseas consultants and quarterly HST Rebate
- Review year-end audit working papers and prepare annual financial statements
- Ensure record keeping meets organization, audit and CRA requirements
- Facilitate orientation session for staff about organizational finance, procurement, travel and hospitality policies
- Review policies on an ongoing basis and provide recommendations to the CFO
- Provide advice to GCP team regarding procedures related to accounts payable, wire transfers and travel claims
- Manage acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate



- Review of proposals for funding and recommend budgets - including financial and in-kind commitments
- Participate, as needed, in the negotiation of contracts, grants and agreements with funding agencies and review project contracts/agreements
- Ensure compliance with all fiduciary and statutory/legal requirements – in Canada and overseas
- Administrate all bank accounts and monitor organization's cash flow
- Maintain relationship with financial institutions, insurance companies and auditors
- Assist the CFO in preparation of reports for the audit and investment management committees

Key Deliverables			
Report	Type	Frequency	Due date
GAC financial report	External	Semi-annual	November 30 th and May 31 st
KAS financial report	External	Monthly	15 th of every month
Endowment update	Internal	Monthly	10 th of every month
Management report	Internal	Monthly	15 th of every month
Review of EFT and wire payments	External/ Internal	Weekly	NA
Review of Visa statements	External/ Internal	Monthly	10 th of every month
Payroll & timesheet	Internal	Monthly	10 th of every month
Review HST self-assessment	External	Monthly	15 th of every month
Review of HST rebate	External	Semi-annual	NA
Assist in preparing Committees and Board documents	Internal	Semi-annual	April

Skills and experience:

The ideal candidate will have an undergraduate degree in business and/or an accounting designation or other technical/professional designation (e.g., C CPA, CA, CMA or CGA) is desirable. A minimum of 5 years of experience, accounting and finance in a not-for-profit environment including experience in supervising staff. You have a well-grounded knowledge and comprehensive understanding of financial accounting and reporting in accordance with Canadian GAAP standards. Proficient in Microsoft Office including Word, Excel and PowerPoint. Experience using the financial and account system and knowledge of the Microsoft BC would be an added advantage. Able to work with a small finance team and managing competitive priorities in supporting organization's strategy and goals. Excellent communications skills.

How to apply:

At the Global Centre for Pluralism, we aim to embody respect for diversity in who we are and everything we do. We encourage people from diverse backgrounds to apply, because we believe this diversity makes the Centre and our work richer. We are an equal opportunity employer, and do not



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discriminate on the basis of race, colour, indigeneity, religion, sex or gender identification or expression, age, disabilities, or citizenship. We also welcome applicants to self-identify in their cover letter, if they wish to do so.

The Centre is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). Should you require any accommodations at any point during the application and hiring process, please contact careers@pluralism.ca. Information related to accommodation will be treated as confidential

Application process:

Applications may be submitted via email to careers@pluralism.ca by November 30, 2021 with the subject line “Finance Manager”. Each applicant should include a cover letter and a resume highlighting relevant experience. In the spirit of equity and fairness to all applicants, it is our policy to refrain from pre-interview queries. **Candidates must be eligible to work in Canada and able to work remotely. Please note that only shortlisted candidates will be contacted.**