

Finance and Admin Summer Intern

At Tearfund, you join other Christians around the world who are passionate about ending poverty and believe that the poor are precious to God. We believe that working with the local church is the best way to transform lives, restore relationships, and help people be lifted out of poverty. When disasters strike, we respond quickly. We won't stop until poverty stops.

Is this Role for you?

- Are you passionate about working to see all people freed from poverty, living transformed lives, and reaching their God-given potential?
- Do you believe that God is working powerfully in the world, using his church to accomplish His mission?
- Do you see your work as ministry and are you passionate about using your skills to the best of your abilities as an act of worship?
- Are you passionate about accounting, finance or administration and desire to use your skills to equip Tearfund to live out our mission?
- Do you demonstrate an exceptional level of initiative, flexibility and organization?

If so, we encourage you to apply.

Position Profile

Position	Finance and Admin Summer Intern
Reports to:	Finance and Administration Manager / Executive Assistant
Location	Markham, Ontario
Position Type	Full time (35 hours/week)
Compensation:	\$16/hour
Dates	May 11, 2020 – August 28, 2020
Application Deadline	April 5, 2020

Role Description

As a Finance and Admin Intern, you will play a crucial part in enhancing Tearfund's operations. You will take initiative, passionate for finding new ways to improve systems and processes in order to do more with less and achieve greater impact.

You will work with the Finance and Administration Manager to ensure that staff have the tools and systems they need in order to achieve Tearfund's mission.

In the process, you will hone your skills in financial and managerial accounting, process mapping and organizational design. Leadership, flexibility, and attention to detail are essentials of this role.

Overview of Activities

- Assisting with account reconciliation
- Systems management



- Systems and IT Analysis – analyzing Tearfund’s current use of IT (as related to organizational requirements) and make improvements to increase effectiveness and efficiency
- Systems integration – mapping out Tearfund’s different systems to determine where synergies and integration may be improved in a cost-effective manner
- Development of a Finance Department Manual
- Filing and office organization
- Other duties as assigned

Qualifications

- Fully aligned with the vision, mission, and values of Tearfund Canada, including the Statement of Faith and Community Commitment
- Pursuing or graduated with a degree/diploma in business, accounting, administration, operations or equivalent
- Experienced in using Microsoft Office Applications, especially Excel and Word
- Experience in CRM, PM and Financial systems (i.e. Sage) is an asset
- Has an analytical mind; able to organize, problem solve and draw insights from data
- Foundational knowledge of IT systems
- A teachable spirit, willing to ‘do anything and everything’
- A team player, but also able to work independently without supervision
- Strong attention to detail and professionalism
- Strong communication skills, both verbal and written

Application

To apply: Email a cover letter and resume to hr@tearfund.ca. Your cover letter should include a description of:

1. Why you’re the right fit for this position
2. Your related education and experience
3. How you would integrate your faith with this role

Note: Applications will be accepted until 11:59 pm on April 5th, 2020. *No phone calls please.*

IMPORTANT - PLEASE READ

This is a Canada Summer Jobs position and therefore the candidate must:

- be between 15 and 30 years of age at the start of the employment*
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.



**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

Please note that “as in 2019, funded employers are no longer restricted to hiring students: all youth aged 15 to 30 years may be eligible participants.”

Qualified candidates must be able to demonstrate a commitment to the core values and Christian mission of Tearfund Canada.

Tearfund Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for applying, however will only reply to those selected for interviews.

To learn more about Tearfund Canada, visit Tearfund.ca