

tearfund



Opportunity Profile

MANAGER OF FINANCE & CORPORATE SERVICES
TEARFUND CANADA

NELSON/KRAFT
AND ASSOCIATES

EXECUTIVE SUMMARY

Tearfund Canada is seeking an ambitious and motivated leader with demonstrated bookkeeping skills and financial acumen to join their team as Manager of Finance & Corporate Services.

The Manager of Finance & Corporate Services oversees finance systems, day-to-day financial operations, IT, administration, facilities, and drives overall organizational effectiveness, focusing on strengthening operational capacity and managing risk. You bring strategic vision and tactical finesse to using business tools, and have a deep understanding of how to use data to drive business decisions. You ensure all areas of responsibility are carried out in support of Tearfund's mission, strategic priorities, policies, standards, and systems.

If you are gifted in accounting with administration, IT, and HR experience, and have a conviction and passion that aligns with Tearfund Canada, we would love to connect with you.





WHO WE ARE

Tearfund Canada is a nimble and efficient \$9 million member of the worldwide Tearfund family and the Canadian Foodgrains Bank. We have 14 staff and concentrate our humanitarian aid and development efforts through excellent nationally-led partners in 8 countries in Africa and Asia, as well as Canada's First Nations.

We're following Jesus where the need is greatest, working through local churches across the Global South to unlock people's potential and helping them to discover that the answer to poverty is within themselves. When disasters strike, we respond quickly. We won't stop until poverty stops.

Our approach focuses on empowering individuals to live in holistic wellbeing. Instead of handouts (which are quickly used and forgotten), we are committed to creating sustainable development through the local church. By loving our neighbours and joining God in His Kingdom-building, life-giving mission, our supporters help empower people to overcome poverty.

God's people are a hub of change. We believe that the church is the most effective vehicle for bringing hope into a community, and is a catalyst for real transformation. God's people are the only entity capable of addressing the broken relationships that are at the root of poverty. Through Tearfund, local churches are empowered to address these broken relationships, bring new life, and transform the lives of the poor.

We are proud to be a part of the greater Tearfund Family, comprised of 10 members who collectively implement \$300 million worth of programs each year. Together, we partner with 250 church-based organizations in over 50 countries around the world.



OUR VISION

To see people freed from poverty, living transformed lives, and reaching their God-given potential.

OUR MISSION

Empowering individuals to be transformed.

CORE VALUES

Economic Justice: Recognizing God's care for all people, we are committed to the development of economic opportunities for the poor of less developed countries such that they have sustainable access to the basic necessities of life.

Life Transformation: Believing God has called us to bring the love and hope of Christ to all people, especially the poor, we engage in relief and development programs through a global network of Christian organizations, for the purpose of enabling economic, social, and spiritual transformation.

Empowerment & Equity: Recognizing all people as image bearers of God, we are committed to the strengthening of civil society where all receive equitable treatment regardless of gender, race, and religion. We seek to support programs that move beyond the meeting of basic needs and provide opportunities for economic and social empowerment.

Environmental Integrity: Recognizing the earth as God's creation to be cared for, and maintained for the benefit of all, we are committed to assessments, programming, training, and practices that positively impact the environment.

Mutual Interdependence: Recognizing the equality and communal nature of God's Kingdom, we are committed to working in mutually interdependent relationships with our indigenous partners, other Northern and Southern organizations, the Canadian government, and our supporting constituency including individuals, churches, and the agricultural, professional, and business communities.

Financial Accountability: Recognizing our financial support as being from God, we are committed to being accountable for the wise use of the resources entrusted to us. This is to be achieved through professional, focused, and strategically selected programming, results-based management, and cost-effectiveness.

Maximizing Impact: We are committed to utilizing the skills and resources that God has given us to achieve effective, quality results. Our programs are designed and implemented to the highest industry standards and we always try to create the largest impact possible.

Praying Together: Prayer is at the foundation of what we do. As a Christian organization, we believe that God guides where our organization should work, gives us wisdom in difficult situations, and strengthens us in times of trouble. We believe that God hears and answers our prayers.

Whole-Person Empowerment: We are committed to whole person, whole family empowerment through training and development-focused initiatives instead of handouts. When emergencies arise, we are there in the Name of Jesus to help lift up and provide relief to the vulnerable.



KEY RESPONSIBILITIES

The Manager of Finance & Corporate Services is responsible for the administration of the following:

Financial Services - 60%

- Prepare the annual budget and analysis of income and giving patterns for projection purposes.
- Provide monthly reports and statements of income and expenditure on a timely basis.
- Provide ongoing financial analysis, projections, assessments, and make recommendations for streamlining to ensure efficiency and cost containment; advising the Executive Director on any economic issues relevant to the organization.
- Maintain accurate fund accounting as per financial guidelines/policies provided by the Executive Director and Board of Directors.
- Monitor cash flow and prepare projections for internal fund transfer purposes, and transfer funds to international partners and the Tearfund equity account with the Canadian Foodgrains Bank.
- Ensure the smooth operation of accounts payable, payroll and benefits, and the group retirement savings plan, and make recommendations for improvement.





- Manage and invest the organization's cash resources to provide security, liquidity, and availability of funds.
- Prepare monthly reconciliation of bank accounts and reconciliation of Sage and Raiser's Edge account balances. Monitor accounts receivable and employee travel advances. Enter all accounting data into the Sage system (presently Tearfund Canada uses Sage 300 but is open to transition to Quickbooks).
- Prepare the applications and supporting documents for GST and PST rebates.
- Prepare the T3010 annual statement and other reports as required by the Canadian Revenue Agency, Global Affairs Canada, etc.
- Coordinate the business of the Board Audit Committee and prepare relevant financial information for the Executive Director and Board of Directors.
- Coordinate annual audit and funder audits, consulting with the external auditors to ensure that generally accepted accounting principles are handling all significant accounting issues.
- Review and ensure that finance and administration policy and procedure manuals are kept up to date.

Organizational Administration – 30%

- Manage (and understand the complexities of) the processing and receipting of all donations through Raiser's Edge (our present CRM) and interface that with reports to the fundraising and marketing teams.
- Build and manage corporate scorecards, dashboards, and regular reports.
- Manage IT services through an outside consultant to ensure organizational effectiveness.
- Support the Executive Director in human resources management.
- Ensure compliance with legislation pertaining to Accessibility and Occupational Health and Safety Acts. Ensure that effective and adequate policies, systems, and trained personnel are in place for emergency/incident management.
- Oversee the negotiation and fulfillment of service contracts for office equipment, landlord, internet, file management, etc. Maintain an internal control system for maintenance activities.



Other Duties – 10%

- Participate in activities, initiatives, and special projects, as requested.

QUALIFICATIONS, COMPETENCIES & VALUES

- **Experience.** Must have demonstrated bookkeeping experience, as well as familiarity with QuickBooks and/or Sage 300.
- **Passion.** Fully aligned with the Mission, Vision, and Core Values of Tearfund Canada. You have concern for and interest in issues of poverty, food security, and social justice.
- **Technical Prowess.** Tearfund Canada is a cloud-based organization. Digital proficiency in Sage, or a similar accounting software, Microsoft Office, and G Suite is a required. You must have a demonstrated ability to merge documents and perform pivot tables. Experience with Raiser's Edge, customer management systems, and other database systems is required.
- **Communication.** Speak, listen, and write in a clear, confident, and brief but thorough manner.
- **Organization/Project Management.** Determine strategies to move projects forward, set goals and focus on priorities, and create and implement action plans. You must document, evaluate, seek to learn, and seek clarification when unsure of expectations.
- **Hustle/Persistence.** Highly motivated with a positive attitude.
- **Relationship Building.** High degree of emotional intelligence. Patient with a high volume of requests and able to maintain a professional demeanour with difficult people.
- **Evidence-Based Decision Making/Problem-Solving.** Able to draw insightful conclusions from information, create plans that are informed by data and experience, and assess situations to determine importance, urgency, and risks.
- **Conscientious.** Committed to continuous improvement and optimization - there's always a way to improve something. Great attention to detail - nothing gets past you.
- **Faith Walk.** All roles within Tearfund Canada require the willingness to share in times of Scriptural reflection and prayer, and a readiness to engage with our faith-based constituency and partners. You are able to sign Tearfund Canada's Statement of Faith, and have an active membership or participation in a Christian church.

OUR SEARCH TEAM



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JEFF PITCHFORD LEADING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.



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KEITH KNIGHT SUPPORTING THE SEARCH

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders. He inherited a small group of business leaders consisting of seven chapters in southern Ontario and grew the organization into a national network of 70 chapters with a database of 6,500 business and professional leaders, including about 80 Christian non-profits.



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RYAN FERNANDES SUPPORTING THE SEARCH

Ryan brings over 15 years of progressive financial, people and global leadership experience across a broad spectrum of Fortune 500, private equity and private businesses ranging from CPG, automotive, food and beverage, and supplements. Having been both a candidate and a hiring manager with several executive recruiters, Ryan has the perspective to help a client clearly articulate their needs and wants as well as identifying a candidate who will excel in the role.

ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

Location: Preference for GTA, but open to remote

Application Deadline: March 29, 2023

Short List Interviews: April 2023

Start Date: May 2023

HOW TO APPLY

Please forward a PDF of your resume and cover letter to info@nelsonandkraft.com.

Nelson/Kraft & Associates Inc. is an executive consulting firm that specializes in working with not-for-profits and for-profit businesses across Canada, assisting them in the placement of senior executives and directors.

Nelson/Kraft & Associates Inc. welcomes and encourages all interested applicants to apply for this position and is committed to the principles of diversity and inclusion in its hiring practices, and will only make distinctions among interested applicants in accordance with the applicable Human Rights legislation.

Nelson/Kraft & Associates Inc. also welcomes and encourages applications from candidates with disabilities. Accommodations are available on request for candidates taking part in the selection process. If you require disability-related accommodation during the recruitment process, please contact us.