



Where childhood thrives, war does not.

<b>Position Title</b>	<b>Grants Manager</b>
<b>Start Date</b>	Immediately
<b>Location</b>	War Child Canada headquarters, Toronto, Ontario
<b>Reports to</b>	Director, International Programs
<b>Background</b>	<p>War Child Canada is a registered Canadian charity based in Toronto. Working with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice, War Child Canada also takes an active role in raising public awareness around the impact of war on communities and the shared responsibility to act.</p> <p>War Child Canada works in Afghanistan, Jordan, Sudan, South Sudan, the Democratic Republic of Congo and Uganda.</p>
<b>Position summary</b>	The Grants Manager is responsible for the management and reporting of all project grants, in accordance with grant management processes and contractual requirements. The Grants Manager monitors and tracks multi-year country-level budgets and spending, and provides grant administration according to donor requirements.
<b>Responsibilities</b>	<p><b>Job Responsibility #1: Project budget monitoring, allocation management and reporting (60%)</b></p> <ul style="list-style-type: none"> <li>▪ Responsible for the monitoring, completion and timely submission of accurate financial reports for all grants including budget allocations, deferred and match funding revenue tracking in liaison with HQ staff.</li> <li>▪ Closely monitors project budget spending and cost allocations</li> <li>▪ Manages cost-share allocations in accordance with cost-share projections and allowable expenses</li> <li>▪ Supports the development of new donor project budgets as required</li> </ul> <p><b>Job Responsibility #2: Country budget management (10%)</b></p> <ul style="list-style-type: none"> <li>▪ Works to maintain country-level budget forecasting including multi-year budgets, staffing, operational and program coverage.</li> </ul> <p><b>Job Responsibility #3: Project Compliance (10%)</b></p> <ul style="list-style-type: none"> <li>▪ Ensures grants and allocations are implemented in compliance with relevant donor contracts and War Child Canada policies, regulations, established standards and allowable costs, in liaison with HQ and country based staff.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Monitors and tracks all contractual obligations to ensure project compliance</li> </ul> <p><b>Job Responsibility #4: Grants Administration (15%)</b></p> <ul style="list-style-type: none"> <li>▪ Responsible for contract and project administration, ensuring proper record keeping for all donor contracts, correspondence, reporting, audit reports and close-outs.</li> <li>▪ Ensures the timely submission of payment requests to donors and collection of donor revenues.</li> <li>▪ Arranges payments and transfers as needed</li> </ul> <p><b>Job Responsibility #5: Support the Training and Capacity Building of Staff and Partners (5%)</b></p> <ul style="list-style-type: none"> <li>▪ Mentors, supports and develops the capacities of relevant staff with restricted revenue responsibilities in War Child Canada’s countries of operation on grant management, allocation, forecasting and compliance requirements.</li> </ul>
<b>Qualifications</b>	<p>Knowledge &amp; skills</p> <ul style="list-style-type: none"> <li>• Degree in finance, accounting, business or public administration.</li> <li>• 3-5 years financial management experience of restricted donor revenue within an NGO, charitable or non-profit organization, preferably an international organization.</li> <li>• Experience in negotiating, implementing, and closing contractual obligations with government and institutional donors.</li> <li>• Technical knowledge of institutional donor rules, regulations and compliance such as USAID, US Department of State, Government of Canada.</li> <li>• Excellent financial management skills with experience of budgeting, allocations, cost recovery principles and GAAP.</li> <li>• Demonstrated ability in developing and implementing financial systems and procedures.</li> <li>• Ability to analyze financial data, with excellent analytical and problem solving skills and strong attention to detail.</li> <li>• Proven ability to train, support and mentor non-finance staff.</li> <li>• Strong organizational skills including the ability to simultaneously manage multiple projects.</li> <li>• Excellent interpersonal skills and the ability to work well with a team.</li> <li>• Willingness and ability to travel internationally to War Child Canada’s countries of operation.</li> </ul>
<b>Compensation</b>	Competitive
<b>Travel</b>	Occasional time to War Child Canada’s countries of operations
<b>Application process</b>	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</p> <p>Email: <a href="mailto:jobs@warchild.ca">jobs@warchild.ca</a></p> <p>Please ensure your application email has the subject heading of ‘Grant Manager – [insert your name]’</p>

	<p>Only those applicants selected for an interview will be notified. No phone calls please. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Protection Policy, including appropriate reference checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit <a href="http://www.warchild.ca">www.warchild.ca</a>.</p>
<b>Deadline</b>	Oct 20, 2017