



CANADA

Where childhood thrives, war does not.

Position Title	Senior Grants Analyst
Start Date	As soon as possible
Location	War Child Canada headquarters, Toronto, Ontario
Reports to	Director, International Programs
Background	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. War Child Canada works in Afghanistan, Iraq, Jordan, Sudan, South Sudan, the Democratic Republic of Congo and Uganda.
Position summary	The Senior Grants Analyst leads the Grants Unit at War Child Canada in the development, monitoring and management of multi-year country-level budgets and spending. Additionally, the Senior Grants Analyst is responsible for the development of new restricted budgets, maintaining oversight of all restricted funding and providing analysis, strengthening of grant management and compliance systems and oversees grant reporting in conjunction with Grant Managers. The Senior Grants Analyst is also responsible for the management of partnership and sub award management including the build of partner capacities.
Responsibilities	<p><i>Job Responsibility #1: Country Budget Development and Oversight (20%)</i></p> <ul style="list-style-type: none"> ▪ Works with country offices and head office staff to manage, monitor and reforecast country-level budget projections and reviews of country-level spending including multi-year country budgets, staffing, operational and program coverage, with a focus on maximizing cost recovery. ▪ Maintains a complete overview of all restricted funding including multi-year projections and pipeline tracking, in coordination with other finance and program staff. <p><i>Job Responsibility #2: Project budget development and narratives (25%)</i></p> <ul style="list-style-type: none"> ▪ Manages the development of new project budgets and budget narratives for institutional funding sources aligned to donor requirements, in accordance with long-term country projections and cost-share obligations. ▪ Leads technical support to and develops strong working relationships with overseas finance and programs teams to help them develop successful funding proposals and long-term budget with a focus on maximizing cost recovery. <p><i>Job Responsibility #3: Restricted funding oversight and analysis (15%)</i></p> <ul style="list-style-type: none"> ▪ Maintains oversight of all restricted funding and conducts multi-year analysis including cost recovery to strengthen War Child Canada's programming and operations, in accordance with growth plans and country strategies. ▪ Manages and maintains oversight of all match obligations. <p><i>Job Responsibility #4: Systems strengthening (10%)</i></p>

	<ul style="list-style-type: none"> ▪ Strengthens War Child Canada’s Grant Management framework, structure and processes including the design and development of procedures, budgeting and grant management standards, tools and templates to ensure effectiveness and donor compliance ▪ Supports the development of organizational systems and policies to ensure project compliance and consistent application with donor rules and regulations <p>Job Responsibility #5: Partnership and Sub-Award Management (10%)</p> <ul style="list-style-type: none"> ▪ Oversees War Child Canada’s partnership management cycle including pre-award assessments, MoUs, partnership agreements and other relevant documents. ▪ Assist with assessment of partnership organizational capacity, including but not limited to the technical and financial capacity, internal controls, risk analysis and establish risk mitigation plans for partners and sub-awardees. ▪ Oversees the review of partner reporting and provides additional technical assistance to country-based staff and partners as necessary to maintain accurate and timely reporting. ▪ Oversees the sub award management process including compliance, implementation and close-out of sub awards. ▪ Supports the development, management and implementation of partner capacity building plans <p>Job Responsibility #6: Compliance (10%)</p> <ul style="list-style-type: none"> ▪ Responsible for contract and project administration, ensuring proper record keeping for all donor contracts, correspondence, reporting, audit reports and close-outs. ▪ 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. ▪ Leads project grant opening and closing meetings reviewing compliance, partnership and contractual obligations. <p>Job Responsibility #7: Grant Reporting Oversight (10%)</p> <ul style="list-style-type: none"> ▪ Responsible for the monitoring, completion and timely submission of accurate financial reports for all grants in coordination with Grant Unit staff, ensuring financial reports align to narrative reporting ▪ Closely monitors project budget spending and cost allocations, liaising with Finance staff as needed on project audits and recovery management. ▪ Oversees the timely submission of payment requests to donors, tracking all restricted revenue and collection of donor revenues.
Qualifications	<p>Education</p> <ul style="list-style-type: none"> ▪ Degree in finance, accounting, business, public administration or relevant subject. Masters preferred <p>Experience</p> <ul style="list-style-type: none"> ▪ Minimum five years financial management experience of restricted donor revenue within an NGO, charitable or non-profit organization, preferably an international organization. ▪ Experience in negotiating, implementing, and closing contractual obligations with government and institutional donors. <p>Knowledge and Technical Skills</p>

	<ul style="list-style-type: none"> ▪ Technical knowledge of institutional donor rules, regulations and compliance such as US Government (2 CFR 200, 2 CFR 700), Government of Canada and the European Commission. ▪ Excellent financial management skills with experience of budgeting, allocations, cost recovery principles and GAAP. ▪ Demonstrated ability in developing and implementing financial systems and procedures. ▪ Proven ability to train, support and mentor non-finance staff. ▪ Ability to analyze financial data, with excellent analytical and problem solving skills and strong attention to detail. ▪ Strong organizational skills including the ability to simultaneously manage multiple priorities ▪ Willingness and ability to travel internationally to War Child Canada’s countries of operation. <p>Competences and Personal Qualities</p> <ul style="list-style-type: none"> ▪ Excellent interpersonal skills. ▪ Diplomacy and negotiation skills. ▪ Ability to work well with a team. ▪ Adaptability and flexibility.
Compensation	Competitive
Travel	Occasionally to War Child Canada’s countries of operations
Application process	<p>INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO: Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of ‘Senior Grants Analyst – [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. 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 Safeguarding Policy, including appropriate reference and Police 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. For more information about War Child Canada, please visit www.warchild.ca</p>
Deadline	March 26 th , 2019