



Where childhood thrives, war does not.

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| <b>Position Title</b>   | <b>Financial Analyst</b>   |
| <b>Start Date</b>       | Immediate  |
| <b>Location</b>         | The organization is based in Toronto, Canada with work from home arrangements. The successful candidate will need to come into the office as needed each week for in-office related tasks.   |
| <b>Reports to</b>       | Director, Finance  |
| <b>Background</b>       | <p>War Child Canada is a registered Canadian charity based in Toronto that works to accelerate peace and disrupt the cycle of violence by investing in and empowering local communities to build brighter futures through comprehensive, evidence-informed programs that foster resilience, self-reliance, and self-determination.</p> <p>War Child is globally recognized for our grassroots, community-driven model of humanitarian action that's rooted in collaboration and entirely locally led. We have developed a solid track record of long-term, sustainable impact supporting children and families living in areas dominated by conflict.</p> <p>War Child Canada works with some of the most vulnerable populations around the world and are leaders in developing and implementing programs specifically targeting and protecting children, women, and refugees living in the most complex humanitarian environments in Afghanistan, Democratic Republic of Congo, South Sudan, Sudan, Uganda and Yemen.</p> |
| <b>Position summary</b> | The Financial Analyst will assist with grant revenue and expense tracking, calculating allocations and will support the International Programs Team with donor reporting and audits. The Financial Analyst will also be responsible for accounts payable and provide general accounting assistance as required.  |
| <b>Responsibilities</b> | <p><b>Grant Accounting, Reporting &amp; Audits</b></p> <ul style="list-style-type: none"> <li>• Update grants tracking and monitoring reports</li> <li>• Collaborate with Country Offices and International Programs team to investigate any variances</li> <li>• Calculate various allocations to grants</li> <li>• Prepares various journal entries and balance sheet account reconciliations</li> <li>• Assist with grant and project audits as needed</li> <li>• Assist in the compilation of financial information for donor and other reporting</li> <li>• Assist with budgets and forecasts</li> </ul> <p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>• Accounts payable and payments</li> <li>• Reconciliations</li> <li>• Journal entry recording</li> <li>• Bank deposits</li> </ul>  |



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|                            | <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Identify opportunities to improve processes and create efficiencies</li> <li>• Other ad-hoc duties as required</li> </ul>   |
| <b>Qualifications</b>      | <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Post-Secondary degree or Diploma in Finance or related discipline or equivalent combination and related work experience</li> <li>• Working towards a CPA designation (War Child Canada is a registered CPA training office)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of two (2) years work experience in a similar role</li> </ul> <p><b>Skills and Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Strong technical skills including spreadsheet development and analysis</li> <li>• Advanced level Excel skills</li> <li>• Excellent organizational skills and ability to work well under pressure</li> <li>• Demonstrated experience in problem solving</li> <li>• Analytical skills</li> <li>• High attention to detail and accuracy</li> <li>• Experience with NetSuite or similar ERP accounting system</li> </ul> <p><b>Other attributes:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate with stakeholders from all backgrounds</li> <li>• Ability to work well with a team and cross functionally</li> <li>• Ability to work in a remote environment</li> <li>• Adaptability and flexibility with changing priorities</li> <li>• Ability to remain focused and meet targeted timelines</li> <li>• Positive attitude and the ability to take responsibility and be accountable</li> <li>• Respect for others</li> </ul> |
| <b>Compensation</b>        | <ul style="list-style-type: none"> <li>• \$55,000 - \$62,000 CAD per year</li> <li>• Employee group benefits (health, dental, disability)</li> <li>• RRSP matching after one (1) year</li> </ul>   |
| <b>Application process</b> | <p><b>ALL INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER ELECTRONICALLY TO:</b><br/> <a href="mailto:jobs@warchild.ca">jobs@warchild.ca</a></p> <p>Please ensure your application email has the subject heading of 'Financial Analyst – [insert your name]'</p> <p>Only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls. War Child Canada is an equal opportunity employer.</p>  |



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|                 | <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 Safeguarding Policy and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security 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 tell us, and we will work to accommodate your needs.</p> <p>Candidates should be legally entitled to work in Canada. War Child Canada will not provide relocation support.</p> <p>For more information about War Child Canada, please visit <a href="https://www.warchild.ca">Warchild.ca</a></p> |
| <b>Deadline</b> | Rolling recruitment until position is filled (posted September 2023)   |