

**Canadian Lutheran World Relief  
Position Description**

**Position Title:** Finance Director

**Position Location:** Winnipeg

**Hours:** Full-time (35 hours per week)

**Accountability:** Executive Director

**Position Summary:** Reporting to the Executive Director and a member of the senior management team, the Finance Director provides: strategic financial planning; forecasting, analysis and reporting; develops, implements and monitors relevant policies and procedures; and plays a key role in supporting the strategic growth and development of CLWR in a not for profit setting. S/he is also accountable for the implementation of financial controls, safeguarding of assets and management of the CLWR finance team and its activities.

This role requires a highly ethical individual who will ensure compliance with the agency's strategic plan and supports CLWR's mission, vision and values.

**Essential Skills:**

- A professional accounting designation, preferably at the level of a CGA, CMA or CA.
- Familiarity with financial systems and reporting required in a charitable or not for profit environment.
- Experience with finance/accounting software, including ACCPAC, and advanced Microsoft Office skills.
- Minimum of seven years related experience at a management/leadership level.
- Experience working with Boards.
- Interpersonal and relationship building skills necessary to establish and maintain professional relationships with colleagues, partners, and with the CLWR Board and Finance Committee members.
- International field experience and a good understanding of international development would be an asset.
- Strategic thinker, yet detail-oriented.
- Leadership experience of a dynamic functional team.
- Working knowledge of the Spanish language is an asset.
- Ability to travel nationally and internationally.

**Key Accountabilities:**

1. Lead the CLWR finance and accounting function and team members in support of the achievement of the CLWR operational plans.
2. Participate and contribute as a full member of the CLWR leadership team, including fostering a positive work culture.
3. In support of the CLWR mission and strategic plan, provide strategic and proactive advice and solutions on finance, accounting, budgeting, risk management, reporting and metrics, technology, applications and related matters, and lead and plan related implementations.

## **Detailed Duties and Responsibilities:**

1. Regulate, supervise and implement a timely, full and accurate set of accounting books of the organization, reflecting all its activities in a manner consistent with relevant legislation and regulation in the areas CLWR operates, with CIDA guidelines, and subject to internal guidelines set from time to time by the Board of Directors.
2. Implement continuous financial audit and control systems to monitor the performance of CLWR and its flow of funds, ensuring adequate cash flow to meet the organization's need, adherence to the budget, and alignment with the strategic goals of the organization.
3. In a timely manner, regularly and duly prepare and present to the Executive Director, financial statements and reports, including key metrics reports (including those required by relevant laws and regulations in the areas CLWR operates), and/or ad hoc financial analysis as requested.
4. Comply with all reporting, accounting and audit requirements imposed by the markets or regulatory bodies of investments in which the securities of CLWR are traded or are about to be traded or otherwise listed.
5. Coordinate and support CLWR colleagues in the preparation and development of annual budgets which support the organizational strategic objectives.
6. Prepare and present for the approval of the Executive Director (or as required by internal stakeholders), an annual budget, other budgets, financial plans, feasibility studies, investment memoranda and all other financial information as may be required.
7. Alert and warn the Executive Director regarding any irregularity, lack of compliance, lack of adherence, lacunas and problems, whether actual or potential, concerning the financial systems, the financial operations, the financial plans, the accounting, the audits, the budgets and any other matter of a financial nature or which could or does have a financial implication.
8. Develop finance and accounting department and individual goals that are fully aligned with the organizational goals and strategic plan.
9. Oversee Accounts Payable and Accounts Receivable and ensure risk management is actively considered and implemented.
10. Cooperate with and coordinate activities of independent auditors, ensuring all audit issues are resolved and all compliance issues are met, and the preparation of the annual financial statements and other required supplementary schedules and information are made in accordance with applicable standards.
11. Oversee the continuous improvement of accounting and financial processes and the development of the team, supporting the CLWR human resources policies and program with the goal to achieve best practices, and ensure the team delivers the highest standard of departmental, cross departmental and cross partner teamwork and customer service: participate and contribute as a full member of the CLWR leadership team, including fostering a positive work culture.
12. In support of the CLWR mission and strategic plan, provide strategic and proactive advice and solutions on finance, accounting, budgeting, risk management, reporting and metrics, technology, applications and related matters, and lead and plan related implementations.
13. Have full signature authority on all financial transactions in conjunction with the executive director and other authorized signatories.
14. Perform other such tasks as may be required and/or assigned by the executive director from time to time within the limits of time availability.

Revised: January, 2010