

## Finance Standards and Compliance Manager

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|----------------------------|---|------------|
| <b>Department:</b>         | Finance   |            |
| <b>Responsible to:</b>     | Director, Finance   |            |
| <b>Supervise:</b>          | Finance Staff   |            |
| <b>Classification:</b>     | G   |            |
| <b>Status:</b>             | Permanent, Fulltime   |            |
| <b>Working Conditions:</b> | Sedentary; Occasional domestic and international travel         |            |
| <b>Location:</b>           | Winnipeg Preferred (other locations may be considered); Hybrid* | March 2023 |

### **Position Summary:**

The finance standards and compliance manager is responsible for managing the Foodgrains Bank's financial compliance and risk exposure, ensuring compliance with grant agreement requirements, identifying risks and implementing mitigation strategies. The manager will provide support and training to Foodgrains Bank and member staff to ensure compliance with grants and funds administered by the international program team. The manager will also oversee the Foodgrains Bank's partner financial review program and will lead the organization's response in any fraud complaints. This position supervises a team of two accountants.

Occasional domestic and international travel will be required, sometimes to locations with limited amenities.

\*Foodgrains Bank defines hybrid work as three days per week in the office and up to two days per week in a remote location.

### **Primary Working Relationships:**

The finance standards and compliance manager is responsible to the director of finance, works responsively with the international program director, supervises a team of two accountants, and works collaboratively with other members of the finance department, the international program department, and relevant member counterparts.

The manager relates to the executive director, and staff across the network.

### **Roles and Responsibilities:**

(Key: A = act; A&I = act & inform; AAC = act after consultation)

#### **1. Financial management of grants**

**A&I**

- 1.1. Provide leadership and oversight to the Foodgrains Bank's compliance and risk management program, ensuring compliance with internal and external requirements.

- 1.2. Lead the development and implementation of effective risk management protocols with Foodgrains Bank staff as well as with member finance and program staff, ensuring alignment with institutional donors and organizational strategic and operation plans
- 1.3. Lead the process to independently ensure the organization and member partnerships are exercising adequate accountability for funds, leading and participating in periodic financial reviews of partners to ensure adequate and reliable internal control systems are reporting structures.
- 1.4. As required, support members on member and partner capacity development in financial management.
- 1.5. Ensure that recommendations from financial reviews are implemented; coordinate and collaborate with member staff on follow up of commitments; ensure proper documentation.

**2. Anti-fraud and Corruption A**

- 2.1. Provide guidance on internal systems to deter, prevent and detect fraud
- 2.2. Maintain documentation of allegations of fraud and corruption
- 2.3. Collaborate with members on fraud investigations
- 2.4. Orient staff on the Anti-fraud and Corruption policy
- 2.5. Ensure adherence to the Anti-fraud and Corruption policy
- 2.6. Report to the audit and finance committee on fraud complaints and investigations

**3. Supervision A**

- 3.1. Provide supervision, coaching, guidance, and performance development to assigned staff
- 3.2. Align team goals with strategic and operational objectives
- 3.3. Provide feedback as needed to assist direct reports in meeting relevant goals of strategic and operational plans

**4. Banking and Compliance A & I**

- 4.1. Provide guidance and support to program staff where needed in finance functions on wire processes
- 4.2. Ensure wire processes are implemented and followed to reduce risks associated with cyber fraud

**5. International Program Finance Support A&I**

- 5.1. Provide guidance to program staff where needed in finance functions
- 5.2. Identify points of attention regarding financial management and donor compliance with program and finance teams

**6. Other A**

- 6.1. Assist in year-end external audits as required
- 6.2. Ensure an ongoing process of personal professional development and learning
- 6.3. Assist the Director, Finance in establishing and achieving department and organizational goals
- 6.4. Participate fully and positively in the development of the finance department and work collaboratively with other departments as required

## **Qualifications:**

### *Education:*

- A professional designation in the field of accounting, auditing or compliance
- Completion of a degree or course of study in compliance and risk management, or other relevant discipline

### *Experience:*

- Minimum of five years of progressive responsibility for financial management, with at least three years of experience in a senior financial management position, preferably in the not-for-profit sector
- Related experience and proficiency in compliance
- Experience in grant management, preferably in the international relief and development sector
- Proven ability to supervise staff and lead a team

### *Special Skills*

- Strong computer fluency
- Demonstrated organizational and leadership skills
- Strong analysis skills
- Strong interpersonal skills
- Project management skills and demonstrated ability to manage several projects at once.
- Strong intercultural competence
- Understanding of and adherence to confidentiality and privacy issues
- Must identify with and support the Christian mission and identity of the Foodgrains Bank
- Personal alignment with our corporate values of compassion, equality, generosity, dignity, justice, peace, right to food, and right relationships

### *Assets:*

- Prior experience working in the international relief and development sector.
- Fluency in French and/or other languages