
Department: Finance
Responsible to: Senior Manager, Finance and Compliance
Classification: Volunteer
Working Conditions: Remote locations often with few amenities
Location: Canada

November 2023

Position Summary:

The financial reviewer is part of a team of professional accountants who conduct financial reviews of partner agencies in the field who are implementing projects that range from meeting immediate food needs to reducing malnutrition and helping achieve sustainable food security.

This position can be based anywhere in Canada and requires availability for international travel of two to four weeks per year.

Primary Working Relationships:

The financial reviewer reports to the senior manager, finance and compliance and works with Canadian Foodgrains Bank finance and program staff as well as member agency and partner staff.

Roles and Responsibilities:

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

1. Project Financial Reviews – together with review team and partner staff, conduct partner financial reviews of implementing organizations, including reviews of the following records:

- 1.1. General ledger and books of original entry
- 1.2. Payroll ledger and all other payroll related supporting documentation
- 1.3. Financial policy and procedures manual
- 1.4. Supporting documentation of all disbursements relating to the particular financial report being examined
- 1.5. Petty cash records
- 1.6. Supporting documentation for all disbursements made
- 1.7. Budget variance analyzes
- 1.8. Bank reconciliations
- 1.9. Procurement related documentation including contracts, tenders and proof of delivery product

2. Report writing

- 2.1. Write reports describing work done, areas of concerns, and able to provide suggestions on ways to improve.
- 2.2. Ability to work well with partner staff to communicate the recommendations on the report and document management responses

3. Orientation and Debriefing

- 3.1. Participate in pre-trip orientation and briefing with Canadian Foodgrains Bank staff
- 3.2. Participate in post-trip debriefing with Foodgrains Bank staff

4. Other

- 4.1. Work through recommendations with partner staff if time allows

Qualifications:

Education:

- Professional Accounting Designation (CPA)

Experience:

- 2 years of experience in performing assurance type work, ideally being the senior or manager during audit engagements of Not-for-Profit organizations.
- previous international travel or lived experience preferred.
- Work or volunteer experience with vulnerable communities in Canada or abroad.

Special Skills

- Must identify with and support our Christian mission and identity, and our core values: compassion, equality, generosity, dignity, justice, peace, right to food, and right relationships.
- Ability and willingness to travel internationally.
- Strong intercultural competency.
- Ability to work well in a team.
- Proficiency in various software and accounting packages such as Microsoft Excel and Word, Sage, Quickbooks, or Simply Accounting

Assets:

- Fluency in additional languages (such as Arabic, French, Spanish, or Swahili).