

**Employment Opportunity  
External Posting**

**Senior Financial Analyst  
The MATCH International Women's Fund**

**Position Title:** Senior Financial Analyst  
**Employment Type:** 1 year, full time, renewable  
**Reports to:** Chief of Operations  
**Language:** English, French or Spanish desirable  
**Location:** Ottawa

**Deadline for Applications:** March 12, 2017

**BACKGROUND**

The MATCH Fund is Canada's first and only international women's fund. We support grassroots women's rights organizations to dismantle barriers, challenge perceptions and, ultimately, transform society. It is an exciting time to join the organization and play a significant role in our growth and development.

As Senior Financial Analyst (SFA) you will be involved in almost every aspect of the Financial Management including Budgeting, Reporting and Grant Management. You will be a proactive team player, with an ability to multi-task and work with a creative team that values feminisms, courage and nimbleness. You will be part of an exciting period of growth and transition for the organization.

**NATURE AND SCOPE**

The SFA position will have an overall responsibility for the financial administration of The MATCH Fund grants and other activities and is expected to provide high professional expertise in the conduct of financial affairs. This role is critical to the organization during a time of operational transition and systems building as well as increasing grant portfolio and program development. Under the supervision of the Chief of Operations and in close collaboration with the Fund Director, this position will be responsible for the tracking and management of the grants disbursed to the partners, support the budgeting process and in particular advise the management on any financial risks in managing The MATCH Fund international operations. This position is also expected to review payment requisitions and ensure budget availability and proper coding to relevant budget lines. In addition, this position will play a significant role in managing the financial affairs of The MATCH Fund Corporate Enterprise where The MATCH Fund provides Corporate Services to other Women's Funds. You need to be an entrepreneurial, results oriented, and a natural leader with great creativity to tackle issues in a non-traditional way.

## **KEY RESPONSIBILITIES**

### **Financial Accounting (10%):**

- Hands on responsibility to prepare all payments related to the day to day operations of The Fund before they are approved and processed in the Accounting System;
- Review and reconcile monthly Accounting Transactions including the preparation of the detailed sub-ledger accounts and review and propose Adjusting Journal Entries as needed;
- Maintain the Chart of Accounts for The MATCH Fund and its programs and partners;
- Prepare cash flow and follow up with Fundraising team on donations and other revenues projections.

### **Financial Monitoring and Reporting (20%):**

- Prepare monthly, quarterly and year-end financial reports including management and Board reports;
- Maintain Fund agreements with different donors (mainly Foundations and other Restricted Donors);
- Develop and track expenses against budget lines as per donors' budget and advice management on significant variances;
- Perform financial analysis, prepare donor financial reports that are comprehensive and meet all requirements specified by the donor;
- Support each budget holder in budget planning and management;
- Work closely with Chief of Operations on the annual operating budget development and any subsequent revisions;
- Provide support in financial aspects of new proposal development for submission to various donors.

### **Grant Management (10%):**

- Maintain and improve financial tracking system for grantees including allocated grant amounts, disbursements cycles and reporting due dates;
- Work closely with The Fund Director and other Program Team in key moments of the grant cycle including grant agreement preparation, grant disbursements and review and approval of grantee financial reports;
- Advise the Chief of Operations and the Fund Director on any financial risks related to The Fund's international operations.

### **Social Enterprise (SE) Financial Affairs (60%):**

- Support the Chief of Operations in creating the business process and workflows to ensure smooth operation and high quality of services provided;
- Act as the liaison for the Women's Funds that benefit from The MATCH Fund Services;

- Work closely with each Women’s Fund to create operating budgets, program budget and any proposal budget;
- Prepare all the required financial reports and analysis for each Fund;
- Prepare and Process Payment requisitions and work closely with the bookkeeping staff in managing and maintaining their accounting records;
- Review month end and year end process including reviewing monthly bank reconciliations, balance sheet accounts and other expenses vs budget reports and advice the management accordingly;
- Prepare any additional analysis and reports required to support the growth of the Social Enterprise Model;
- Support the Chief of Operation in defining business requirements and developing RFPs to select a different Financial Software Package that will meet the future requirements and the growth of The MATCH Fund and its Social Enterprise.

## **QUALIFICATIONS AND COMPETENCIES**

- University degree in Finance, Accounting, or a related field; experience deemed to be equivalent to this requirement may be acceptable;
- CMA/CPA or equivalent preferred;
- Three (3) to five (5) years of experience in corporate accounting, and project accounting with international operations;
- Experience in sub-granting and working with different local partners in the Global South as part of either local or international non for profit preferred;
- Proficiency in computer skills, spread sheets (Excel), accounting packages (QuickBooks), communications package (MS word, and Power Point) and Google Suite;
- Knowledge of any ERP system or experience selecting Financial Software will be a definite asset;
- Strong analytical, communication and problem solving skills. Capacity to identify and articulate potential problems and provide possible solutions in a concise and clear manner;
- High level of written and verbal communication skills in English;
- Proficiency level of any of the other two languages of The MATCH Fund partners (French or Spanish) will be a definite asset.

### **How to Apply:**

If you wish to apply for this position, please follow [this link](#) to register on WUSC’s candidate database before March 12, 2017.

\*The MATCH International Women's Fund's Human Resources are managed by World University Service of Canada. WUSC and The MATCH Fund are equal opportunity employers. Only candidates selected for an interview will be contacted. We welcome and encourage applications from people of all abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.