

## JOB POSTING

### VICE PRESIDENT, FINANCE AND ADMINISTRATION

#### WHO WE ARE

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation. As Canada's leading champion of financial empowerment, we work with government, business, and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment (FE) supports (including effective policy and regulation) are available to all people living on a low income across Canada.

At Prosper Canada, we value being collaborative, human-centred, and forward-thinking. We recognize, accept, and celebrate our differences. We see power in diversity, equity, and inclusion, and believe we can help everyone thrive by being our boldest true selves. Diversity is at the core of what we do and who we support to build financial health. Our financial empowerment efforts focus on equity-seeking groups including those living on low incomes, Indigenous Peoples, members of racialized communities, and people living with disabilities. We strive to create a culture where all feel valued, respected, and a true sense of belonging. We seek and value diverse perspectives that represent the lived experience, needs and challenges of equity-seeking groups. Join us in supporting and empowering everyone in Canada to prosper.

#### THE OPPORTUNITY

Prosper Canada is seeking a full-time Vice President Finance and Administration to help us build our financial sustainability; ensure a healthy, efficient, inclusive and equitable workplace; and optimize the use of technology to enhance our operations and advance our mission.

Reporting to the CEO, the successful candidate will oversee our Finance and Administration team (3 FTEs), our Information Systems team (3 FTEs), and human resources functions for our overall staff complement of 34 FTEs. They will be supported by contracted professional HR services, *pro bono* legal support, and internal staff *Workplace Health and Safety* and *Diversity, Equity and Inclusion* (DEI) Committees.

As a member of our Executive Team and Senior Management Team, the new VP will be a key contributor to the future strategy and growth of the organization, helping to shape and advance organizational strategies, priorities, and plans; foster a positive organizational culture built on diversity, equity, and inclusion, and staff wellbeing; and inform business development efforts to mobilize resources for our work.

As our finance lead, the new VP will be responsible for driving organizational financial strategy, planning and management to advance our strategic goals and annual operational priorities. In this capacity, they will lead development of our annual and multi-year operating budgets and support development of our three-year business plan. They will also support our internal teams to create multi-year business plans for each of our 5 programs and supporting budgets and ensure teams have the support they need to manage their budgets effectively.

Overseeing all aspects of the organization's accounting operations, including financial accounting, monitoring, analysis, forecasting and reporting, the VP will develop recommendations aimed at enhancing the sustainability of our business model and ensure our Board, Executive and Senior Management Teams have the financial and business data, insights and advice they need to make effective strategic and operational decisions. By actively controlling organizational costs, managing organizational cash and investments; and ensuring organizational compliance with robust financial management policies, processes and controls, they will ensure our financial resources are effectively stewarded and financial risks are managed effectively.

In their administrative capacity, the new VP will lead our human resources functions, including efforts to foster a diverse, inclusive and equitable organization and a safe, healthy and effective hybrid workplace. They will also support our Board of Directors to effectively fulfill its responsibilities, providing general administrative support and technical support on all financial and HR matters. The new VP will also oversee our information systems function, including the successful delivery of technology infrastructure, strategy and solutions to support our operations and mission, led by our Director, Digital Infrastructure, Strategy and Solutions.

## COMPENSATION

The salary range for this position is \$110,000 – \$130,000. Employee benefits include health and dental coverage, an Employee Assistance Program, an employer RRSP contribution, membership in the [Common Good](#) retirement savings plan, paid personal and sick days, twenty paid vacation days, paid time off when we close the office from Christmas Eve through New Year's Day, and dedicated professional development time and resources.

## SUMMARY OF RESPONSIBILITIES

### FINANCE

- Provide strategic insights and advice to the CEO, Executive Team and Board to enhance financial stewardship, organizational sustainability, and progress against our strategic goals
- Ensure delivery of relevant, timely, and accurate quarterly financial reports to Board, Executive Team, Senior Management Team, and program and core teams
- Develop organizational multi-year financial forecasts and budgets to inform and support financial decision-making, ensuring alignment with organization's strategic plans
- Establish, monitor and analyze key financial performance indicators and report developments and trends on a regular and timely basis

- Contribute to strategic planning processes
- Lead organizational risk management and reporting to the Board
- Lead development, monitoring and management of annual organizational operating budget
- Work with business development and program teams to align plans and activities with short- and long-term budgets and financial projections
- Ensure teams are supported to develop, monitor and manage their own annual and multi-year team and project budgets
- Continuously improve financial systems, controls, policies and procedures to ensure accurate and timely financial management and reporting consistent with sound business practices
- Oversee annual preparation of timely and accurate audited financial statements
- Ensure timely and accurate financial reports for funder and statutory compliance purposes in accordance with Canadian GAAP for NFP entities
- Ensure organizational compliance with contractual financial obligations related to funding agreements, licenses, registrations, leases and vendor contracts
- Ensure timely invoicing for all funded projects and contracts
- Manage cash flow and investments and ensure compliance with investment policies and financial covenants
- Review budgets for fundraising proposals, track fundraising revenues, and identify revenue gaps to inform business development goals.

## **HUMAN RESOURCES**

- Lead, manage and develop staff on Finance, Administration and Information Systems teams to build individual and team engagement, capability, and success
- Establish, periodically update, and secure Board approval of effective HR policies that meet statutory requirements
- Continue to improve and ensure consistent implementation of talent recruitment, development, performance management and compensation processes
- Oversee advancement of organizational DEI Action plan and other efforts to build an inclusive, equitable and cohesive workplace culture and practices aligned with organizational values
- Manage HR issues and complaints, with support from contracted professional HR services as needed
- Administer employment offers and contracts, ensuring they are compliant with statutory requirements, and oversee employee onboarding and exit processes
- Oversee employee payroll and contractor payments
- Administer, periodically review and update staff benefit plan
- Oversee bi-annual employee satisfaction survey and lead organizational efforts to address opportunities for improvement
- Work with CEO, Executive Team and Senior Management Teams to develop, implement and annually update succession plans for key roles.

## **ADMINISTRATION**

- Oversee maintenance, organization and use of office premises, office lease and office insurance including Directors' and Officers Liability Insurance
- Manage and support Director, Digital Infrastructure, Strategy and Solutions to deliver cost-effective and sustainable IS infrastructure, services and solutions that enable a high-functioning hybrid work environment and help advance organizational strategic goals
- Work with Dir, Digital Infrastructure, Strategy, and Solutions to ensure organizational policies and processes governing document management and data collection, management, privacy and security are up to date and adhered to
- Oversee organizational contract administration, including leading/supporting contract negotiation as appropriate and ensuring use of appropriate templates, legal review, internal approvals, signing and record keeping
- In collaboration with Executive Team and Senior Management Team, develop a risk management framework to address key organizational risks and implement appropriate risk mitigation strategies and processes that are cost-effective.

## **GOVERNANCE**

- Act as corporate secretary to the Board of Directors and the Internal Affairs and Audit Committee, assisting in the preparation of agendas and materials and ensuring all minutes, by laws, and required resolutions are complete and up to date
- Ensure annual filing of mandatory corporate return and updates to directors information.

## **EXPERIENCE AND COMPETENCIES**

If you do not meet all of our requirements, but believe your skills and experience are applicable or transferable, we would love to hear from you.

### **Apply if you meet many of the following qualifications:**

- University degree in Business, Accounting, Finance or a related field
- Professional CPA designation
- Minimum 10 years of experience in organizational finance, administration and HR including supervision of teams, HR functions, and managing diversity, equity and inclusion
- Senior management experience in a nonprofit environment
- A high level of financial acumen, integrity, professionalism and discretion
- Solid knowledge and understanding of Canadian financial accounting standards and statutory reporting and compliance requirements for non-profit organizations
- Strong financial analysis and modeling skills and ability to translate data into strategic and operational business insights and advice
- Highly proficient in use of accounting and reporting software, Excel and other Office 365 applications
- Experience in developing, implementing and improving accounting and finance systems,
- Advanced critical thinking and problem-solving skills with ability to find pragmatic and innovative solutions to financial and business challenges
- Ability to balance attention to detail with an appreciation for the bigger picture

- Demonstrated ability to collaborate with other teams, understand their needs and provide effective strategic, financial and operational advice and support as needed
- Strong writing, verbal and presentation skills with the ability to clearly and concisely present financial content in an intelligible way to non-experts
- Ability to influence and negotiate with diverse internal and external stakeholders
- Experience with contract negotiation and management
- Experience in fostering employee engagement and building a positive workplace culture
- Highly organized, focused and flexible in managing competing priorities
- Resourceful, creative, and adaptable with a strong focus on learning and continuous improvement.

**Prosper Canada values and welcomes applicants:**

- With lived experience of poverty
- Who are newcomers to Canada
- Living with a disability
- From all racialized groups including Black, Indigenous, and people of colour
- Of all gender expressions and sexual orientations, including queer, trans, and two-spirit people.

We encourage candidates from equity-seeking groups to self-identify in their cover letters and are committed to accommodations for all candidates and staff with temporary or permanent disabilities.

**APPLICATION DETAILS**

**Deadline:** May 5, 2023

**Start date:** June 19, 2023

**Job location:** 60 St. Clair Avenue E., Suite 700, Toronto ON M4T 1N5

We are currently working from home with the option to work up to 2 days per week in the office until pandemic conditions allow us to fully reopen the office. We value in-person connection but expect many staff will want to blend in-office and remote work going forward. We look forward to discussing hybrid options with potential candidates.

**How to apply:** Please email a resume and cover letter to [info@prospercanada.org](mailto:info@prospercanada.org) with subject line: Application for Vice President, Finance and Administration

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Interviews with candidates will be conducted virtually. If you require any accommodations to have a successful interview, please let us know.