



TRUE PATRIOT LOVE FOUNDATION

Job Description: Senior Manager, Finance

ABOUT TRUE PATRIOT LOVE

Founded in 2009, True Patriot Love Foundation has become Canada's leading organization supporting the military community. The Foundation raises awareness around the challenges related to military service and funds programs for serving members of the Canadian Armed Forces, Veterans and their families that support their well-being, enable rehabilitation and recovery from injury, assist the children and spouses of those who serve, and promote re-integration into communities following service. Since inception, True Patriot Love has committed over \$30 million in funding to 925 community-based programs across the country, which has helped change the lives of more than 33,000 military members, Veterans, and families.

THE OPPORTUNITY

True Patriot Love Foundation has navigated through the COVID-19 pandemic while also remaining focused on a new strategic plan which provides the framework for the organization's future growth and impact. True Patriot Love is seeking a high performing and entrepreneurial Senior Manager, Finance within its finance and accounting function. Part of a small team led by the CFO, the Senior Manager will be responsible for contributing to the effective management and governance of the Foundation. Key areas of operation include accounting, reporting, treasury and banking, FP&A, corporate strategy, analytics, dashboarding, and operating controls. The postholder will report directly to the CFO, while also working closely with the rest of the staff team and the Foundation's Finance and Audit Committee. This is a full-time role, with an opportunity to work remotely as appropriate.

KEY AREAS OF RESPONSIBILITY

Strategy & Growth

- Working with the CFO, develop and implement True Patriot Love's 3-year financial strategy in alignment with the organization's strategic plan.
- Assist in long-term financial vision and scenarios to support our growth.

Budgets, Reporting & Analysis

- Develop and communicate our financial narrative to multiple stakeholders including Board of Directors, funders, partners and staff.
- Work with various department on budgeting, financial forecasting and cash flow requirements and report on variance analysis.
- Develop financial reporting standards for a variety of donors with respect to restricted or unrestricted grants.

TRUE PATRIOT LOVE FOUNDATION



Finance and Accounting Functions and Systems

- Manage the financial activities of the organization, including fund allocations, financial planning and reporting, and system of donor receipting.
- Drive best business processes leveraging new technology, including but not limited to QuickBooks.
- Ensure that accounting systems and processes are fit-for-purpose, develop them where necessary and maintain appropriate level of documentation.
- Ensure timely and accurate record of accounting transactions.
- Assist in the audit process with company's auditors.
- Develop and maintain financial accounting systems and ensure compliance with internal financial and accounting policies and procedures.

Treasury Management

- Responsible for day-to-day management of currency exchange, cashflows, reserve funds, bookkeeping and other administrative functions.

Compliance with Statutory Laws

- Ensure statutory reporting compliance in all relevant jurisdictions.
- Review and implement changes recommended in audit management report.
- Manage external parties to ensure filing of all monthly, quarterly and annual returns/remittances.
- Ensure compliance to current Foundation policies.

General

- Ensure finance staff maintains record systems in accordance with Generally Accepted Accounting Principles and monitor the use of all funds.
- Develop ad hoc reporting subject to management's request.

Qualifications and Personal Competencies

- Undergraduate degree (bachelor's or higher) AND Chartered Professional Accountant (CPA) designation required.
- Minimum 7 to 10 years of overall professional experience. Ideally 6+ years of relevant financial management experience managing budgets from \$5 to \$10 million.
- Experience managing or coordinating a team of one or more individuals.
- Very strong ERP integration and learning capabilities.
- Highly proficient in excel and/or basic macros.
- Full cycle accounting experience.
- Ability to develop and build financial models.
- Meticulous in the formatting of deliverables.

TRUE PATRIOT LOVE FOUNDATION



- Support to build a highly efficient NPO accounting system from scratch or adapt current systems to changing circumstances.
- Demonstrated resourcefulness and good judgement.
- Excellent relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders.
- Personal qualities of integrity, credibility and dedication to the mission and vision of the organization
- Excellent interpersonal and team skills
- Not-for-profit experience is a plus, with a strong preference for someone who has operated in a fast-growing environment that has limited budgets and resources.

To apply for this role, please submit a cover letter and resume to hr@truepatriotlove.com by Friday, June 11th, 2021, indicating “*Senior Manager, Finance*” in the email subject line. Please be sure to include your salary expectations in the cover letter.

True Patriot Love welcomes and encourages applications from people of all abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

True Patriot Love thanks all applicants for their interest in the role; however, only those selected for an interview will be contacted.

END.