



EMPLOYMENT OPPORTUNITY

VP, FINANCE & PROGRAM COMPLIANCE

Location: Toronto, ON
(with the potential for hybrid capacity)
Date Issued: August 29, 2022

ABOUT US

Operation Smile is a volunteer-delivered global medical charity that provides free, safe surgery and comprehensive care to patients with cleft lip and palate in 35 countries around the world. Operation Smile Canada raises funds from our donor partners who want to directly impact the lives of children living with cleft conditions and other facial differences. Our partners are as committed as we are to a world where health and dignity are improved through safe surgery.

We have a plan for the next decade to increase access to cleft and essential surgical care for one million patients in low- and middle-income countries. Achieving this goal requires more people caring for more patients in more places. It also requires us to broaden the awareness of our great brand and raise more funds from our diverse fundraising programs. You can learn more about Operation Smile Canada by visiting: www.operationsmile.ca.

ABOUT THE POSITION

Reporting to the CEO, the VP, Finance & Program Compliance (VPFPC) will have broad oversight responsibilities for all financial activities and program compliance within the Canadian foundation, while working in association with our other global Partner Country foundations.

Further, the VPFPC will work closely with team leaders to optimize the structure, systemization and sophistication of the financial organization, and to continually enhance the financial health of the organization

KEY RESPONSIBILITIES:

Strategic Planning

- Collaborate and participate with the Senior Leadership Team (SLT) on the development of Strategic and Tactical planning in accordance with the Vision and Mission of the Foundation.

- Develop and be responsible for Financial Strategies to implement the Strategic Plan set by the CEO and SLT and taking a principal role in the Strategic and Budgeting process.
- Lead the development of the Foundation's short- and long-term financial strategy.
- Maintain awareness of the market landscape, expansion opportunities, industry developments, etc.
- Assess financial risks to the Foundation and ensure they are monitored. Design and execute appropriate mitigation strategies to minimize organizational financial vulnerability.
- Develop, refine, and implement financial strategy and financial forecasting tools.

Financial Planning and Analytics

- Foster financial leadership and discipline throughout the Foundation through the administration of financial policies, procedures, and plans.
- Oversee all financial operations of the Foundation including business planning, budgeting, forecasting, reporting, audit preparation, risk management and performance measurement.
- Monitor financial progress, comparing results with approved plans, benchmarks and other indicators of success and positive progress. Prepare reports and interpret financial results for management decision-making.
- Manage preparation of financial plans to facilitate overall organizational goals and program management.
- Ensures transparency in all aspects of operations and that internal controls are in place.
- Develop and implement policies and procedures to ensure that both print and electronic personal and financial information is secure and stored in compliance with current CRA and/or other applicable legislation.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Develop and maintain financial accounting systems and controls for cash management, accounts payable, accounts receivable, credit control, and petty cash.

Budgeting, Auditing and Fundraising

- Lead an integrated annual budgeting and planning process and multi-year financial scenario planning.
- Coordinate audit activities. Will be responsible for the absolute financial integrity of the Foundation, against the highest standard of integrity.
- Present timely and accurate financial statements to SLT and board of directors.
- Work with team in solicitations of major donors and foundations or create the conditions for fundraising success within the organization.
- Ensure accurate tracking of revenue and expense streams.
- Responsible for compliance with regulatory bodies for the financial tracking, reconciliation, and reporting of all contracted program services with global partners.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- An undergraduate degree in accounting/finance or business or a related field is an asset; an MBA, graduate degree in Finance or equivalent degree is preferred. A CPA designation is strongly preferred.
- Senior leadership experience in finance and/or accounting management, preferably including financial management experience working with the day-to-day financial operations of an International Non-Governmental Organization (INGO).
- Experience with QuickBooks and/or other related accounting and fundraising CRMs. Experience with RE NXT is an asset.
- Advanced Computer Skills.
- In-depth knowledge understanding of GAAP including the Accounting Standards for Not-for-Profit Organizations (ASNPO).
- Highly developed organizational and leadership skills; willingness to initiate actions and ideas with exceptional follow through.
- The ability to evaluate complex financial data and financial reporting in a complex, decentralized, international environment.

KEY COMPETENCIES

- Collaborative team leadership.
- Ability to liaise with other departments and organizations.
- Open-mindedness, flexibility, reliability, teamwork.
- Strong analytical and critical thinking skills.
- Work management and prioritizing skills.
- Excellent verbal and written communication skills.
- Excellent presentation skills.
- Problem assessment and solving ability.
- Attention to detail and accuracy.
- Self-starter.
- Entrepreneurial.
- Ability to maintain confidentiality.
- Ability to work in different time zones and dynamic work environments.

ABOUT THE SALARY & BENEFITS

The VP, Finance & Program Compliance (VPFPC) is a full-time position with a hiring range of \$125,000 - \$150,000 commensurate with experience. We offer a generous benefits package that includes comprehensive health benefits, group RRSP matched up to 3% and 4 weeks of vacation and an additional week at end of December.

Workplace Environment

- Primarily in-person at Operation Smile office located at 375 University Avenue in Toronto, with the potential for hybrid capacity.
- Travel and valid passport required.
- Operation Smile Canada values the unique skills and experiences each individual has to offer and we are committed to creating an inclusive, diverse, safe and accessible organization. We are also committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

HOW TO APPLY

Cause Leadership Inc. is managing this leadership search on behalf of Operation Smile Canada Foundation.

If you, or someone you know, would like to start a confidential conversation about this opportunity, please email Cause Leadership Inc. at:

operationsmile_vpfpc@causeleadership.com

Individuals interested in being considered for this opportunity are invited to apply by September 23, 2022. Please upload your cover letter and resume [here](#).

Note: The search will remain open until a successful candidate is selected.

We thank all interested parties but only those selected for an interview will be contacted.