

Title: Finance & Grants Coordinator

Start date: September 01, 2021

Weekly hours: 40 hours

Workplace: Victoria BC, online

Summary:

The finance coordination role overall financial role will include, but not limited to, carrying out bookkeeping tasks, supporting the effective internal control of the operational budget and in collaboration with the CEO, Director of Operations developing The Inclusion Project's annual budget; monitoring, analyzing and reporting on monthly expenditures and deposits. Developing regular reports ahead of time for Board meetings, strategic funders, government agencies as requested.

The grant coordination role will include, but not limited to researching federal, provincial, international, private foundations' grants for operations, research, internships etc; writing grant proposals that outline how the organization would use the money and ensuring that the grant funds, when awarded, are appropriately used, monitored, evaluated and reported back to funders. The incumbent collaborates effectively with Accountants, Operations, Programs and Project Management teams.

Grant Responsibilities: Full cycle Fund Development Plan

- Seek out grant opportunities and other sources of funding that align with TIP programs
- Engage stakeholders (funding partners, potential customers) to gather information and write compelling grant and funding proposals
- Develop and implement administrative processes to track and report on TIP grants and funding
- Maintain expert knowledge and understanding of research funding programs, policies and submissions process for federal, provincial, municipal and private grants and Requests for Proposals (RFPs)
- Prepare and manage multiple external grant application deadlines
- Develop and coordinate Fund Development Plan
- Monitor and evaluate the effectiveness of funding strategies
- Prepare and analyze reports to CEO / Board / Strategic Funders on the funding application progress and strategies
- Maintain metrics for annual reports for internal and external stakeholders

Finance Responsibilities:

Monitor and Coordinate on a weekly basis TIP's financial performance:

- Bookkeeping activities to register invoices, receipts, etc.
- Monitor documents (receipts, invoices, bank statements, memos) uploaded to Hubdoc
- Assign timely uploaded expenses, deposits etc accordingly in system
- Report the performance with Operations and CEO
- Collaborate with payroll and tax accounting services
- Perform account adjustments and reconciliations

REPORTING

- Compile monthly financial reports, quarterly forecasting (incl but not limited to Budget Vs Actuals, Balance Sheet, Income Statement).
- Compile monthly, quarterly and Yearly reports for Board, Funders and/or government agencies (incl but not limited to Budget Vs Actuals, Balance Sheet, Income Statement).
- Attend a quarterly meeting with Board Treasurer to report TIP Financial Performance (Budget Vs Actuals mainly).
- Support TIP with Annual Budget preparation and monitoring

Skills:

- Strong verbal communication and writing skills for grant application
- Demonstrated experience with grant writing
- Ability to handle confidential/sensitive information
- Enthusiastic self-starter with the ability to work independently and as a member of a team
- Demonstrated ability to manage multiple priorities and meet deadlines
- Bilingual (French and English) is an asset
- Ability in Excel to create and maintain lookup and reference formulas, logical functions, tables, pivot tables, charts and graphs

Qualifications:

- Degree in Business studies as Accounting, Finance, Economics
- Knowledge and understanding of accounting principles and accounting controls
- Finance and Accounting experience
- Experience with Accounting Software programs (f.ex QuickBooks Pro, Hubdoc)
- 3+ years of experience in accounting

Opportunities for Advancement

A Finance and Grant Coordinator with a minimum five years of experience may advance to a financial manager role after demonstrating proven experience and skills. Professional certifications are highly preferred.

The successful candidate is expected to contribute positively to the implementation of The Inclusion Project's Vision and Mission, cooperate in a collaborative team setting, maintain high productivity levels and quality of work. This is a full-time position. If this opportunity interests you, and you meet all of the above requirements, please submit your resume and a cover letter stating salary expectations to:

info@theinclusionproject.com. As a result of the interview, you may be asked to provide references.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.