



CANADIAN CENTRE FOR VICTIMS OF TORTURE

April 26, 2019 Job Posting – (Revised and Re-posted)

Manager Finance and Administration- Full-time non-bargaining position.

Application Deadline: Friday, May 10, 2019 - 5:00pm

The Canadian Centre for Victims of torture (CCVT) aids survivors of torture, war, genocide and crimes against humanity to overcome the lasting effects of torture and war. CCVT gives hope after the horror

Position Summary: The Manager, Finance & Administration is responsible for furthering (CCVT's) mission and principles by setting and meeting annual revenue targets, coordinating financial reporting/administration and overseeing overall operations of the organization. The Manager works closely and collaboratively with the CCVT's external accounting firm.

Responsibilities:

- Oversees management of the organization's general ledger and financial reporting and provides timely information to the External Bookkeeper.
- Coordinates the annual financial audit with the organization's external auditors. Prepares financial statements for use by the Executive Director, Management Team and yearly statements for External Audit.
- Oversees the general administration of the agency including leases, contract administration, personnel records, insurance program, benefits program and Payroll.
- Monitors allocation of funds to programs and materials
- Maintains data base of donors, creates and prepares reports related to fundraising activities
- Participate in all annual fundraising activities, prepares receipts to donors
- Performs other administrative/management functions reception duties and as needed

Main 194 Jarvis St, 2nd Fl., Toronto, ON, Canada M5B 2B7 T: 416.363.1066 F: 416.363.2122 E: mabai@ccvt.org Toll Free: 1.877.292.2288

Scarborough 2401 Eglinton Ave. E., 3rd Fl., Unit 310, Scarborough, ON, Canada M1K 2N8 T: 416.750.3045 F: 416.750.4990

The Hub 1527 Victoria Park Avenue 2nd Fl., Toronto, ON, Canada M1L 2T3 T: 416.750.9600 F: 416.750.9200

Mississauga Office 130 Dundas St. East, #204, Mississauga, Ontario, Canada L5A 3V8 T:905-277-2288 F:905-277-8083

20 Palace Road Toronto, Ontario, Canada M5A 1G4 T:416-364-3184

Accredited to the International Rehabilitation Council for Torture Victims

WWW.CCVT.ORG Charity No: 133327908 RR0001



Funded by:

Immigration, Refugees
and Citizenship Canada

Financed par:

Immigration, Réfugiés
et Citoyenneté Canada





CANADIAN CENTRE FOR VICTIMS OF TORTURE

Degree in Accounting or Diploma and three (3) years experience in a similar role in a unionized non-profit sector.

- Demonstrated experience supervising management staff, front-line workers, volunteers & student placements and working with unions,
- Excellent supervision and personnel management skills,
- Ability to analyze and monitor program budgets and actual expenditures,
- Excellent speaking and writing skills in English are required. The ability to speak another language is an asset,
- Computer literacy in Windows environment software required and experience with database applications an asset,
- Understanding of and commitment to working with an anti-racist and anti-oppression framework

Compensation: \$45,500 – 50,000 a Year + plus generous benefits package

Location: Toronto

How to apply: Please submit your covering letter and resume by May10, 2019 before 5:00pm.by email to:

Mulugeta Abai, Executive Director – mabai@ccvt.org

CCVT is committed to Employment Equity. Thank you to all applicants for applying. However, we regret to inform you only candidates selected for an interview will be contacted. **No telephone inquiries please.**

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