



SENIOR ASSOCIATE, FINANCE & OPERATIONS, INTERIM (12 MONTHS)

LOCATION: TORONTO, ONTARIO

Convergence is the global network for blended finance. We are the source for everything blended finance, including deals, data, reports, trainings, webinars, and much more. At Convergence, we believe that blended finance can disrupt traditional development finance as we know it, by attracting private sector funds to developing countries in volumes never before seen.

Convergence is headquartered in Toronto, but we operate globally and have a presence in Nairobi, La Paz, and Washington, DC. Over the last five years, we have built a robust network of over 200 public, private, and philanthropic investors as well as sponsors of transactions and funds. To accelerate advances in the field, Convergence also provides grants through its Design Funding program, which funds the design of new blended finance solutions.

We are small but mighty. Join us if you want to be part of an energetic team with a unique role at the intersection of development and finance. We are passionate about and united around the goal of directing money to where it's needed most – into developing countries and towards achieving the United Nations Sustainable Development Goals. We have built a culture defined by our diversity, inclusivity, and ability to get things done. In this relatively new and growing organization, you can be sure that you'll have a voice and leave your mark. Finally, we take our team members' growth and well-being seriously, so we offer opportunities for professional development and team building as well as flexible schedules and generous time-off policies.

POSITION DESCRIPTION

Convergence is currently seeking a Senior Associate, Finance & Operations. You will support the Chief Financial Officer (CFO) to implement and maintain all of the systems necessary for effective and streamlined operations.

RESPONSIBILITIES

The Senior Associate's core responsibility is to support the CFO in implementing the processes, controls, and infrastructure required to meet the financial and administrative goals of Convergence. This includes but is not limited to the following:

Finance and Operations:

- Manages subscription contracts, including monthly membership invoices and renewals and contract preparation
- Assists in preparation of outgoing sub-award/contract agreements and budgets
- Manages administration for incoming grants and commercial contracts, in collaboration with the program teams
- Supports key accounting functions including bank reconciliations, visa statement reconciliations, payroll reconciliations, staff and board expense reimbursements
- Responsible for routine transactions such as day-to-day banking, accounts payable, and accounts receivable
- Assists in preparation of financial reports, monthly and quarterly basis and supports the annual financial audit
- Supports purchasing, including vendor quotes, coordination of requests for office supplies and other product and service requirements
- Coordinates the organization's Human Resources (HR) processes, including recruiting, performance management, onboarding new employees, staff surveys, employee benefits and payroll processing
- Assists in coordinating the organization's Information Technology (IT) requirements, including managing IT assets and software contracts, adherence to the cybersecurity policy and coordinates staff software essentials (Salesforce, Expensify, QuickBooks Time, etc.)

Governance and Compliance:

- Supports the planning and scheduling of the Annual General Meeting and Board Meetings
- Maintains corporate records and filings, including drafting, preparation, and circulation of board meeting materials and minutes, ensuring adherence to the Canada Non-for-profit Corporations Act and the organizational by-laws
- Supports the CFO in fulfilling the ongoing requirements of applicable securities' regulations, including but not limited to maintaining appropriate and compliant documentation and submitting required monthly and annual Ontario Securities Commission filings.

DESIRED QUALIFICATIONS

We are looking for candidates with a mix of financial, entrepreneurial, and operational experience, including:

- Accounting degree or two years of undergraduate study with focus on business and accounting;
- Work experience demonstrating ability to assume responsibilities for results and to take creative approaches to problem-solving;
- Self-starter with excellent interpersonal skills and ability to work collaboratively in a fast-paced environment;
- Familiarity with basic financial management or accounting software, preferably QuickBooks;
- Strong computer skills, including Excel or other spreadsheet software and other Microsoft Office;
- Knowledge of the following software would be an asset; Microsoft 365 admin center, Ceridian Powerpay, Salesforce, Expensify, QuickBooks Time.

Candidates should be eligible to work in Canada.

APPLICATION INSTRUCTIONS

Interested and qualified applicants should send a single PDF document containing a cover letter and CV to hr@convergence.finance, with Senior Associate, Finance & Operations in the subject line. We are looking to hire quickly and so will be reviewing applications on a rolling basis; applicants are therefore encouraged to apply as soon as possible before November 15, 2022, with an ideal start date of January 3, 2023 or earlier. Please note that due to the high volume of applications, we will only be contacting those selected for interviews.