



## DIRECTOR OF FINANCE & ADMINISTRATION

INTERIM POSITION (9-12 MONTHS - MATERNITY LEAVE)

LOCATION: TORONTO, ONTARIO

Convergence is the global network for blended finance. We generate blended finance data, intelligence, and deal flow to increase private sector investment in developing countries. [Blended finance](#) is the use of catalytic public or philanthropic capital to increase private sector investment in places that need it most. Convergence's global membership includes public, private, and philanthropic investors as well as sponsors of transactions and funds. Convergence offers its members a curated, online platform to connect with each other on blended finance transactions in progress, as well as exclusive access to original market intelligence and knowledge products such as case studies, reports, training, and webinars. To accelerate advances in the field, Convergence also provides grants through its Design Funding program, for the design of vehicles that could attract private capital at scale.

Convergence is headquartered in Toronto and is currently seeking an Interim Director of Finance & Administration. Please visit [www.convergence.finance](http://www.convergence.finance) for more information on the organization.

### POSITION DESCRIPTION

The Interim Director of Finance & Administration works closely with management and staff to ensure operations are streamlined – namely financial, administrative, governance and compliance. As part of the management team, this position will report to the CEO and work with a team of 15 colleagues, including two direct reports.

### RESPONSIBILITIES

- As a member of the management team:
  - Communicates directly and regularly with the CEO providing support on financial and operational matters.
  - Effectively and clearly communicates potential risks in a timely manner.
  - Proposes action plans to ensure that financial objectives are met.
- Leads the accounting and finance function:
  - Manages and maintains financial controls and accounting process and procedures.
  - Manages preparation and analysis of monthly financial reports, projections and variance analysis.
  - Reviews and prepares monthly balance sheet reconciliations and journal entries for month-end close.
  - HR management, including payroll and payroll records.
- Coordinates governance function and compliance requirements:
  - Manages auditor relationship and prepares audit field work requirements for year-end financial statements.
  - Prepares quarterly financial reports and required documentation for Audit and Finance Committee.
  - Coordinates content and distribution of quarterly Board of Directors documents.
  - Coordinates and prepares required government and statutory requirements.
  - Prepares quarterly funder financial reporting and coordinates outcome reporting with staff.
  - Coordinates with Chief Compliance Officer on required financial reporting requirements to ensure compliance with Ontario Security Commission.
- Oversees operations, including:
  - Providing oversight over online platform development and office IT function.
  - Managing the financial and contractual aspects of grant administration for Design Funding program.
  - General office coordination.

### DESIRED EXPERIENCE AND PERSONAL QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance or related field.

- Professional accounting designation (CPA - CA, CMA or CGA).
- 5+ years' experience in a senior financial managerial position.
- Experience in the charitable/not-for-profit environment with an understanding of government funding.
- Experience with grant administration.
- Experience with QuickBooks/Intuit or other accounting software.
- Strong computer skills, including Excel/Google sheets, and other Microsoft Office products.
- Personal contributor having the strong desire and energy to roll-up his or her sleeves and make things happen.
- Has a “nothing is beneath me” attitude.
- Dynamic and with a true entrepreneurial spirit.
- Excellent interpersonal and communication skills and ability to work collaboratively in fast-paced environment.

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](mailto:hr@convergence.finance), with Interim Director of Finance & Administration in the subject line. As this is an interim role, we are looking to hire quickly and so will be reviewing applications on a rolling basis; applicants are therefore encouraged to apply prior to January 25, 2019.