

Job Posting – Finance and Business Support Manager September 2021

We are the leading environmental charity in London and we need your expert business skills to support our programs and projects as they grow. Bring your financial, administrative and organizational skills, and add your fuel to our fire.

ReForest London is a registered charity making our community better through the many environmental and human health benefits of trees. We work to get more trees planted in all corners of our city, in parks, in yards, in schools and at businesses. We are also creating London's first Environment and Sustainability Centre by restoring historic buildings at our unique and beautiful site. Our small team is energetic, passionate and we punch above our weight – making our community better every day.

Position Summary

The position is administrative in nature and supports several core functions of the organization. The main areas of responsibility are

- Financial management, processes and administration (this is the prime focus area)
- HR administrative support
- Office and Facilities Management
- Supporting the ED and the Board of Directors

Keeping our financial management and control systems accurate, robust and timely is the top goal. As we grow and undertake new ventures, your ability to design and manage financial processes and systems will be key. Bookkeeping and HST reports are done by an external service that you will manage. The position is responsible for all financial reporting, including quarterly statements to the Board and program reports as needed by program managers. The position is also responsible for leading the team through annual budget creation and for monitoring our forecasted year end position. Annually, you are the main liaison with our external financial auditor, providing accounting evidence and explanations, as well as implementing recommendations.

The role also keeps our office and our site running smoothly by ensuring proper procedures and supplies are in place, and by managing external service providers such as IT, maintenance, alarm, and security services.

You will interact regularly with every member of our small team. You will work closely with, and report to, the Executive Director. Your good humour, analytical skills, team focus, and passion for our environmental mission will see you through the highs and lows of our non-profit world. You will also deal with outside service contractors, Board Directors and other volunteers, making your professionalism and friendly attitude key to your success.

Competencies

The ideal candidate will:

- Make this role a game-changer for the Executive Director by being a critical thinker, an excellent judge of issues and a problem solver
- Have excellent financial and analytical skills which allow you to design and manage our internal processes for financial tracking, analysis and reporting
- Demonstrated strong systems approach to problem solving.
- Love keeping processes and documentation highly organized and functioning easily for the whole team
- Be happy to undertake, and not stressed out by, any new tasks and challenges that inevitably arise
- Have demonstrated diligence and attention to detail
- Enjoy office potlucks (well, we will have these again eventually)

Required Qualifications

- Proven financial administration abilities
- Two years practical experience executing multiple office support processes
- Experience with accounting software (QuickBooks, Sage, etc.)
- Advanced proficiency with Excel

Bonus assets

- A degree or diploma in administrative studies, finance, office management, or related field
- Experience within a non-profit organization, especially non-profit accounting
- Management of facilities and contractors
- Experience as a volunteer

Working Environment and Compensation

- This is a full time, permanent position reporting to the Executive Director.
- Salary range is \$20.50- \$23.00/hour.
- Three weeks of paid vacation per year.
- You also receive additional paid leave between Christmas and New Year as we close the office.
- This position is eligible for Health Care benefits (medical and dental).
- Our work week is 37.5 hours.
- Our workplace and workstyle is flexible. Staff members are accountable for outcomes and enjoy a lot of freedom in how to achieve them.
- If this position is right up your alley and you need an adjustment to daily working hours, or really only want 4 days/week, we should still talk.

Application Process

If you are the awesome capable new team member we are looking for to rock the business processes that support our mission, please apply at this link <https://airtable.com/shrCcRDJb2DFMcHMm>. Deadline is Wednesday, September 22, 2021. All submissions will be acknowledged as received, but only those considered for an interview will be contacted thereafter.