



Job Description: Finance and Administration Coordinator

Location:

- The position is based in Ottawa, 80% work from home, 20% in office arrangement. With occasional travel to Toronto, Montreal and other locations as required.

Position Type:

- Full-time (37.5 hours per week) contract for one year, with possibility of renewal.
- Salary commensurate with experience and qualifications.

The Organization:

- The Humanitarian Coalition (HC) brings together 12 leading aid organizations to provide Canadians with a simple and effective way to help during international humanitarian disasters.
- Humanitarian Coalition members include: Action Against Hunger, Canadian Foodgrains Bank, Canadian Lutheran World Relief, CARE Canada, Humanity & Inclusion, Islamic Relief Canada, Médecins du Monde, Oxfam Canada, Oxfam-Québec, Plan International Canada, Save the Children Canada, and World Vision Canada.
- Member agencies join forces to raise funds, partner with the government, and mobilize media, businesses and individual Canadians. Together, we are saving more lives.
- CARE Canada is a founding member of the Humanitarian Coalition and administers Human Resources on behalf of the Coalition. Visit www.humanitariancoalition.ca for more information.

Position Description:

- Reporting to the Executive Director, the Finance and Administration Coordinator provides support to the Humanitarian Coalition team in the following areas: coordinate agendas, minutes and logistics for Board and Committee meetings; financial tracking and reporting in collaboration with external bookkeeper; general inquiries and correspondence; technical support with cloud-based network and filing; general office management and other duties as required.
- The Finance and Administration Coordinator will work in close collaboration with HC colleagues and members to develop and carry out the HC's overall strategic plan.
- The position requires advanced communication skills (written and oral) in English and French, although the HC's primary operations are in English.

Responsibilities and Duties

Coordination and Support for Meetings

- In collaboration with colleagues, ensure all stakeholder meetings (Board, Committees, HC Assembly, other) are scheduled and prepared in advance, including all technical and administrative logistics.
- Assist in preparing and distributing agendas and meeting packages
- Record meetings and produce and distribute high quality minutes
- Assist in tracking key actions, outcomes and deliverables arising from meetings

Financial Tracking

- In collaboration with 3rd party bookkeepers, ensure financial tracking in Quick Books is up to date
- Ensure all invoices are properly documented and processed in a timely manner.
- Verify account balances, arrange transfers as needed and manage cheques or electronic fund transfers.
- Monitor use of HC credit card and arrange for authorized purchases as required
- Assist with donation reconciliation as required
- Assist in preparing and monitoring the HC budget
- Assist with annual audit and quarterly updates

Public Inquiries

- Ensure office phone system is properly set up and managed
- Answer calls from donors and general public and respond as appropriate
- Support Donor Relations Officer in managing general email inbox

Technical Support

- In collaboration with external resources or supports, ensure the proper set up and functioning of HC Office 365 accounts.
- Ensure HC cloud-based file management system is properly set up and maintained, including regular backups.
- Assist HC colleagues in problem-solving computer-related access or functional issues
- Acquire and ensure set up of new hardware and software as required

General Administration

- Ensure readiness for HC joint appeals, and collaborate with HC staff and members in outreach and mobilization during humanitarian crises;
- Ensure HC procedures and policies are updated as required.
- Special event or activity support as required
- Develop and maintain effective working relationships with all stakeholders within HC member organisations.
- Promote harmonious and productive working relationships as a member of the HC team, supporting colleagues in meeting our collective goals and targets.
- Other duties as assigned.

Education & Experience:

- College graduate (relevant education such as Office/Business Administration preferred);
- Minimum of 5 years of working experience in administration support;

Skills & Competencies:

- Proficient with Microsoft Office suite (Outlook, Word, Excel, PowerPoint, Teams), as well as Quick Books (or equivalent), databases, cloud-based computing and various Intranets.
- Advanced communication skills in spoken and written English and French
- A self-starter and problem-solver, able to work with minimal supervision, as well as a strong team player committed to the mission and values of the HC;
- Advanced organizational skills and ability to multi-task;
- Excellent customer service, relationship management and interpersonal skills;
- Ability to handle sensitive and confidential information appropriately and with discretion.
- Cultural sensitivity, empathy, and ability to work under stress;
- High level of professionalism and drive, with an infectious enthusiasm and passion for delivering results;
- Knowledge or experience of international development or humanitarian work;
- Availability for occasional travel.

What We Offer:

- Generous leave entitlements
- Flexible work hours
- 80% work from home, 20% in office arrangement
- A family friendly environment
- Cross organizational connections
- Amazing colleagues who are very committed to the Humanitarian Coalition's mission

How to Apply:

- All applications should be made online by April 21, 2021.
- All applicants must be eligible to work in Canada. We thank all applicants in advance, however, only those selected for an interview will be contacted.
- The Humanitarian Coalition is committed to employment equity, welcomes diversity in the workplace and encourages applications from all.