

/

Headquarter (Canada):  
1262 Chemin de la Riviere, Val-David, QC  
+1 (819) 320-0602  
Headquarter (Philippines):  
JRT Building  
GSIS Village, G3 McArthur Highway  
Matina, Davao City 8000 Philippines

## **EMPLOYMENT OPPORTUNITY**

**Position Title:** Finance and Administration Manager  
**Location:** Val-David, Quebec, Canada<sup>1</sup>  
**Starting Date:** 15 June, 2019 (or as soon as possible thereafter).  
**Hours:** 37.5 hours week

### **INTRODUCTION**

ETC Group is an international civil society organization that monitors the impact of emerging technologies and corporate strategies on biodiversity, agriculture and human rights. We operate at the global political level. We work closely with partner civil society organizations (CSOs) and social movements, especially in Africa, Asia and Latin America. We are a small staff team (approximately 12 people) with offices in Val-David (Laurentians), Canada; Mexico City, Mexico and Davao City, Philippines, and other international colleagues working from London, UK and in Oakland, US. Despite the distance between us, we work closely together, communicating via Skype, e-mail, telephone, teleconference and travel.

For details of the work of ETC Group, please see <http://www.etcgroup.org>.

### **POSITION SUMMARY**

Working in close cooperation with a small but dynamic international team, under the general direction of the Co-Executive Directors, the Finance and Administration Manager will ensure the effective functioning of ETC Group's international offices and is accountable for overseeing the organization's financial and administrative operations. This includes oversight of finances internationally, management of human resources, governance and donor accountability, reporting and compliance. The Finance and Administration Manager will supervise administrative and finance staff and work across time zones. They will directly manage a part-time bookkeeper and administrative assistant in Val-David. This is a full-time position.

---

<sup>1</sup> A limited amount of remote working may be possible after an induction period.

/

Headquarter (Canada):  
1262 Chemin de la Riviere, Val-David, QC  
+1 (819) 320-0602  
Headquarter (Philippines):  
JRT Building  
GSIS Village, G3 McArthur Highway  
Matina, Davao City 8000 Philippines

## **Responsibilities:**

You will have lead responsibility for the following tasks, supported by the Administrative Assistant (part-time) and Bookkeeper (part-time), who you will also manage.

- **Financial management** includes: Preparation of the annual audit; Support for the administration and finance teams in the Philippines and Mexico on financial management, documentation and reporting; Oversight of payrolls and banking operations across offices; Prepare budgets and financial projections, and monitor project spending, financial statements, books and accounts payable/receivable of offices;
- **Administration** includes: Oversee the operation of and collaboration among administrative and finance teams across offices; Oversee the establishment of efficient administrative and financial systems across offices, and make recommendations for improvement; Keep track of the meetings among the co-Executive Directors, Management Team, teams and staff as agreed;
- **Human resources management** includes: Keep up-to-date staff policies, employment contracts and salaries, benefits, leaves and holidays; Recruit and monitor consultancy work including preparation of contracts; and recommend measures for human resources development and participate in organisational development and organizational health initiatives.
- **Governance Support** includes: Maintaining proper functioning and support for the international Board of Directors, including preparation for the annual meeting of the international Board and bi-monthly meetings of the Executive Committee of the Board; Maintain registrations and ensure legal functioning of the organization in Canada; Ensure up-to-date registration and compliance with legal requirements of the organization in the Philippines; and Oversee the logistics of bi-annual staff meetings
- **Fundraising and Grant-related responsibilities** includes (in close collaboration with the Co-Executive Directors): Review contracts from funders; Prepare disbursement requests; Monitor reporting requirements to ensure compliance; Prepare budgets for grant submissions; Prepare financial reports for funders; and Monitor specific projects expenses and cash flows.

/

Headquarter (Canada):  
1262 Chemin de la Riviere, Val-David, QC  
+1 (819) 320-0602  
Headquarter (Philippines):  
JRT Building  
GSIS Village, G3 McArthur Highway  
Matina, Davao City 8000 Philippines

## **Person specification**

The successful candidate would be likely to have:

- A post-graduate qualification (ideally in a field such as Business Administration, Public Administration, Finance, Accounting or another relevant field) or five years equivalent experience.
- Experience developing and implementing finance and accounting policies, procedures and systems, preferably on international projects.
- Skills in Administrative support, including overseeing HR issues, internal processes, managing shared files
- Skills in teamwork, organization and logistics;
- Ability to organize/prioritize a demanding, responsive multi-task workload, to take initiative and be flexible;
- Capacity to work under pressure in a self-directed manner and to collaborate with others in an international, multi-office, collegial team situation;
- Strong written and spoken English and good written and spoken French are required. Proficiency in Spanish would be an asset.
- Excellent computer skills including proficiency with standard office software (e.g., Microsoft Word and Excel). Working knowledge in SAGE accounting software is an advantage and additional technical skills welcome.
- Excellent inter-personal skills and personnel management capabilities
- Commitment to upholding ETC Group's values, vision and direction;
- Willingness to undertake occasional international travel and to work occasional evenings in order to communicate across time zones with international colleagues
- Experience of working with, or in, an international NGO is an asset.

**Starting salary:** Commensurate with qualifications and experience. We offer a reasonably competitive salary rate as other small non-profits in Quebec, plus decent benefit package. \$50,000-\$55,000.

**TO APPLY:** Please submit a letter and CV via email to ETC Group at: [jobs@etcgroup.org](mailto:jobs@etcgroup.org)  
Please write the job title "Finance and Administration Manager" in the subject line of your message.

**Deadline for application: May 22<sup>nd</sup> Wednesday at 5:00 PM (EST)**