



*Finance Manager  
Full Time, Permanent  
Toronto/Six Nations, ON  
Annual Salary Range: \$86,315-\$107,894  
Closing Date: May 16, 2025*

## **Employment Opportunity**

Indspire has grown and developed into one of the Top 10 Charities of Impact in Canada, that invests in the education of First Nations, Inuit and Métis people for the long-term benefit of these individuals, their families and communities, and Canada.

Indspire is seeking a **Finance Manager** who will report to the CFO. The Finance Manager is responsible for financial and management reporting activities, budget management, assessing risk, organizational financial reports including those related to scholarships, government, and private sector funding.

## **Key Responsibilities**

### **Financial and Management Accounting**

- Providing financial advice, support, and guidance to Departments and on Events about developing and monitoring cost centres, including forecasting, budgeting, risk management, cash flow, variance analysis and financial reporting.
- Evaluating and making recommendations on developing and improving processes and systems.
- Collaborating with management to measure and track financial performance of programs and events, question assumptions, provide insight and analysis.
- Preparing, reviewing, and analyzing monthly statements, financial trends and projections, reconciliations and other financial analysis for all programs and cost centres and/or specific accounts.
- Preparing and analyzing monthly statements for the executive and management team, quarterly financial reports, and data for key performance indicators for the CFO/CEO and Executive Committee of the Board.
- Managing a team fulfilling finance support functions across the organization and ensuring workplans and targets are followed.
- Collaborating on funding proposals, service agreements, financial reporting requirements for sponsors based on funding agreements, and cash flows.
- Providing improvements to presentation/automation of financial statements and/or reports, including best practice requirements in support of Board, Management, and departmental needs.

- Performing risk management duties including, identification analysis and recommendations.
- Preparing audited financial statements and related working papers, including account analysis; working closely with auditors.
- Responsible for initiatives that require the creation of new or different methods to existing procedures, incorporating best practices in analyzing, compiling and/or reporting financial information.
- Producing and analyzing cash flow requirements for programs, and events, communicating cash flow requirements to CFO and bank.
- Documenting and maintaining accurate information for all financial transactions.
- Preparing financial reporting requirements, cashflows and budgets pursuant to each funding agreement.
- Providing training on budgeting and financial tracking, along with conducting planning and forecasting sessions.
- Preparing Annual Charity Return Form T3010.
- Preparing quarterly GST/HST remittances.
- Acting as backup to other team members and assisting CFO with strategic initiatives.

### **Payment of Accounts**

- Overseeing scholarship, bursary and award disbursements; reviewing and verifying transactions, reconciling with sponsorship agreements and Dynamics CRM, maintaining all final award decisions electronically.
- About 50% of the incumbent's time will be dedicated to this program which represents about 2/3 of Indspire's annual operating budget.
- Overseeing annual T4A process for BBF scholarship, bursary and award recipients.

### **Other Duties**

- Working with Insurance Provider; ensuring adequate insurance coverage for the organization and the Board of Directors based on current state; advising provider on additional coverages as required.
- Managing Insurance claims and obtaining Proof of Insurance Certificates for all organizational events.

### **Qualifications**

- University degree/College diploma in Business Administration, Finance or demonstrated equivalent experience.
- Progressive experience with 5-7 years in financial management including significant background in management reporting, financial analysis, and accounting for non-profit organizations.
- Experience managing projects.

- Excellent organizational time management skills, including the ability to organize workload, set priorities and respond effectively to competing demands.
- Experience managing financial resources.
- Demonstrated leadership and management skills in leading teams.
- Knowledge of and experience in Indigenous communities strongly preferred.
- Demonstrated openness to learning and willingness to engage in cultural competency training.
- Advanced skills in MS Excel and accounting software.
- Demonstrated experience with information technology and building/office administration are assets.
- Excellent analytical and problem-solving skills.
- Strong commitment to professional client service excellence.
- Ability to demonstrate professional and ethical behaviours.
- Ability to work with sensitive information with complete confidentiality.
- Ability to work both independently and in a team environment.
- Ability to travel from time to time within Canada as required.

## Benefits

- Hybrid workplace that provides combined flexibility to work from home and in the office. Currently staff work three days a week in the office.
- Competitive Benefits Program & Pension.
- Opportunities and support for professional learning and growth.
- Staff outings, Summer Fridays, retreats, and teambuilding opportunities
- Being a part of shaping the future of education for Indigenous people in Canada.

## How to Apply

To apply, please visit:

<https://indspire.applytojobs.ca/finance/38361>

Indspire is committed to ensuring equal opportunity and barrier-free recruitment process. Accommodation is available to all applicants upon request. Please contact us via email at [hr@indspire.ca](mailto:hr@indspire.ca).

**Deadline for Applications: May 16, 2025, at 5:00 pm EST**