

## Job Posting – Director, Finance and Administration

**Date of Posting:** May 23, 2025

**Type of Position:** Permanent Full-Time

**Application Deadline:** June 20, 2025

**About the Jane Goodall Institute of Canada:** The Jane Goodall Institute of Canada (JGI) amplifies community-led action to help people, animals, and the environment thrive together. We protect and restore chimpanzee habitats across five African countries-Senegal, Uganda, DR Congo, Tanzania, and Republic of Congo. In Canada, we partner with Indigenous communities to protect their traditional territories using traditional knowledge and supporting their own conservation priorities. Through our Roots & Shoots movement, we empower young people from coast to coast to drive grassroots conservation actions in their own communities. Visit [www.janegoodall.ca](http://www.janegoodall.ca) to learn more about us.

**About the Role:** We are seeking a **Director of Finance and Administration** to support JGI Canada's accounting, finance and administrative functions through insightful analyses and effective verbal and written communications. This opportunity will be of interest to Certified Professional Accountants with a minimum of 7 years of experience working in the not-for-profit sector. The role requires a solid understanding of accounting and financial reporting for diverse funding sources, including governments, foundations, and corporations, and individuals. The successful candidate must be comfortable "rolling up their sleeves" to take on some of the day-to-day finance and administrative tasks, while working effectively in cross functional teams. The **Director of Finance and Administration** reports to the CEO, manages a bookkeeper, and supports the Board of Directors, specifically, the Finance and Audit Committee. This is a hybrid position with a combination of working from home and at the JGI Canada office located at the University of Toronto downtown campus.

### Main Responsibilities

#### Financial Management

- Oversee all financial operations, including preparing budgets, forecasts, and financial reports
- Prepare monthly, quarterly, and annual financial statements for leadership review
- Manage cash flow, banking relationships, and investment oversight
- Coordinate annual independent audit and ensure compliance with all financial regulations
- Develop and maintain financial policies and procedures
- Monitor grant compliance and assist with grant reporting requirements
- Support proposal development pertaining to budget planning based on donor requirements

#### Administration and Operations

- Oversee administrative functions including office management, procurement, and vendor relationships
- Manage organization insurance, including board insurance
- Lead personnel functions, such as process payroll and manage benefits administration
- Ensure adherence to employment laws, nonprofit regulations, CRA rules, and organizational policies
- Ensure T3010 forms are accurately prepared and submitted on time
- Manage information technology systems and coordinate with IT vendors

#### Strategic Support

- Collaborate with the CEO to support the Finance & Audit Committee
- Provide financial analysis and recommendations to inform decision-making as part of the leadership team
- Participate in board meetings and present financial reports
- Manage risk assessments for the organization
- Lead or support special projects as assigned

## Qualifications

- Chartered Professional Accountant (CPA) designation is required
- University degree or college diploma in Accounting, Commerce, Business Administration or related field
- Minimum 7 years of financial management experience in the not-for-profit sector
- Strong knowledge of fund accounting and grant management with institutional funding. Experience working with Global Affairs Canada would be a strong asset.
- Proficient with financial software (QuickBooks, Excel, database management systems)
- Excellent analytical, communication and interpersonal skills
- Understanding of compliance and regulations regarding non-profit organizations and other external reporting requirements (i.e. Imagine Canada accreditation)
- Experience supporting and presenting to Board of Directors
- Ability to collaborate within a team spread over several geographical locations with an awareness of cultural sensitivity
- People management skills including coaching, development and performance management.
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy
- Ability to maintain confidentiality and exercise discretion
- Ability to work in French would be an asset

## What We Offer:

- **Dynamic Environment:** Thrive in a fast-paced, mission-driven organization with a team that is making a tangible difference in the world.
- **Flexible Work Model:** Enjoy a hybrid work environment with work-from-home flexibility and in-person collaboration at our downtown Toronto office.
- **Competitive compensation and benefits:** Access comprehensive benefits including RRSP contributions. The salary range for this position is \$104,000 to \$112,000, commensurate with skills and experience.
- **Work-Life Balance:** Half-day on Fridays, starting with three weeks of vacation, plus an annual holiday closure at the end of the year.
- **Professional Growth:** Access to professional development opportunities.

## To Apply:

Interested applicants should apply through Charity Village, by submitting a CV and a cover letter with the “Director, Finance and Administration” as the subject line.

JGI Canada is committed to the principle of equal opportunity and does not discriminate based on race, national or ethnic background, religion, age, gender identity, sexual orientation, family status, or disability. We encourage candidates from underserved or historically marginalized groups to apply. If you face barriers related to your intersectional identities and want to inquire about individualized application support, please contact us at [info@janegoodall.ca](mailto:info@janegoodall.ca).

The deadline for applying is **Friday, June 20th, 2025**. We thank all applicants for their interest. Only those selected for an interview will be contacted.