



Are you interested in applying your passion and knowledge of financial management to help a grassroots Canadian charity? If so, this is the perfect opportunity for you!

The Canada-Mathare Education Trust (CMETrust) is looking for a Treasurer to join its Board of Directors.

Background:

Canada Mathare Education Trust (www.CMETrust.org) works to advance education in Kenya by providing high school scholarships, post-secondary school support, computer training, and personal and professional development workshops to children from the Mathare Valley, the second largest slum in Nairobi, Kenya. We are a registered Canadian charity (and Kenyan Community-Based Organization), governed by a voluntary Canadian Board of Trustees and implemented on the ground by Kenyan Field Representatives.

Description of Position:

The Treasurer is a member of the CMETrust Board of Directors and Executive Committee. They will provide leadership on financial management, including working with the Executive Director and contracted accountant and bookkeeper to ensure CMETrust's books and records are maintained, financial reporting is accurate and provided on a timely basis, developing and approving budgets, and providing financial advice.

Main responsibilities include:

- Oversee of CMETrust's financial situation with support from the Board, Executive Director, and the contracted accountant and bookkeeper.
- Work with the contracted accountant and bookkeeper to ensure CMETrust's financial records are maintained.
- Work with Kenyan personnel and President to approve budgets for expenses in Kenya.
- Work with the contracted accountant and bookkeeper to produce reports including for key funders and the annual financial report, and present it at the AGM
- Produce and submit the Canada Revenue Agency annual Information Return and Annual Return for incorporation in Ontario.
- Keep the Board up to date on finances of the organization, including at Board meetings, and provide further information on request
- Issue charitable tax receipts
- Perform other Board duties as required
- Provide financial oversight, organizational support and strategic management for the charity at large, contributing to consensus building through open dialogue amongst the Board of Directors.
- Attend (in person or via Zoom/teleconference) and contribute to the five Board Meetings held each year, and actively engage in email dialogue between meetings.

Attributes and Skills required:

- Chartered Professional Accountant or similar designation
- Experience or interest in financial management in a non-profit setting.
- Task-oriented, with the ability to be self-directed.
- Commitment to CMETrust's [five key values](#).
- Strong interpersonal, communication and leadership skills to collaborate effectively and efficiently with other Board members and volunteers.

Specifications:

- The successful candidate would work from home and participate in one in-person meeting in Ottawa or Toronto annually, and via Zoom from anywhere every other month.
- Time commitment of approximately 15 hours per month.

If you are interested in this opportunity, please contact info@cmetrust.org