

Directorate: Mary's Meals Canada

Reporting to: Executive Director

Contract type: Permanent

Working at Mary's Meals:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

Role purpose:

Reporting to the Executive Director and serving as an integral member of the Canadian leadership team, the Head of Finance & Operations will be responsible for the development and implementation of Mary's Meals financial management and operational strategy and contribute to the development of the organization's strategic goals. The Head of Finance & Operations will ensure Mary's Meals Canada remains compliant with all Canadian based financial reporting requirements.

Key responsibilities & activities:

Strategy & Planning and reporting

- Work as a strategic partner as part of the senior leadership team
- Collaborate with the Executive Director to develop and implement the MMC organizational strategy and associated financial plan and budget
- Monitor and report on progress against the above strategies and respond to a changing environment and opportunities that arise
- To advise the Executive Director on team and functional performance as required
- Develop and implement appropriate business systems in support of the strategic plan
- To troubleshoot and develop strategies to address organizational challenges

Financial leadership

- To oversee the financial control of the charity and all matters relating to income, expenditure, and value for money, as well as the preparation of budgets and forecasts as required
- To ensure that an appropriate financial policy framework is in place to guide the charity's financial decision making
- To ensure the appropriateness of the key assumptions included in the charity's financial plan and annual budget proposals.
- Ensuring the provision of regular and effective management information in support of the board and the leadership team
- To service the audit committee in preparation for annual Audit

- To maintain records to meet legal and tax requirement and to measure both the inputs and the outcomes of the charity's operations
- To keep abreast of developments across the charity sector by liaising with senior finance and operations staff in other charities

People Leadership

- Identify staff and volunteer resources required to support MMC strategy
- Recruit and induct skilled and experienced people who are aligned to the vision, mission, and values
- Embed the annual PDR process and champion the Mary's Meals 7S competency model to ensure people know what is expected of them
- Develop and implement a learning and development plan for staff and volunteers in conjunction with Director, Community Engagement
- To ensure effective and compliant HR policies and systems are in place to guide and inform the organizational development and direction
- To establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulation
- Lead and develop a high-performance team
- Ensure PDR's are in place for all direct reports
- Provide coaching, mentoring, support, and guidance to team
- Ensure integration and collaboration between the different strands of the communications team

Operational

- To implement the global IT, security, and operational policy framework for MMC
- To oversee donor stewardship through incoming calls/requests/emails related to financial giving and engagement.
- To manage the organization's approach to risk management
- To develop the governance of the organization, to ensure compliance with all due diligence needs for grants and oversee the grant process ensuring financial stability to the Canadian organization
- To ensure the organization works within the regulations in force, including company law, charity law, equal opportunities, data protection and promote good practice in all areas
- To oversee all operations and manage all database and content management and financial software

Management of self

- Continue to identify opportunities for own development including keeping knowledge up to date and relevant to support staff and develop capability
- Lead by example, communicate effectively and accept personal responsibility
- Identify and implement opportunities for delegation and next tier development

Additional information:

- Whilst not a frequent requirement, you may be required to occasionally travel to countries where Mary's Meals operates.

Essential skills & experience required for this role:

- Experience of negotiating and influencing at a strategic level, and building relationships and partnership
- Experience of working with and providing operational reports to Chief Officials and/or Board level
- Experience of managing relationships with external service providers, including auditors and advisors

- Has proven ability and experience to lead, build and continue to develop the capabilities of driven, bright, and diverse teams
- Has demonstrable experience of an ability to consistently make good decisions through a combination of analysis, wisdom, and judgement
- Has experience of networking, interpersonal and collaboration skills and experience of effective partnership working
- Well-developed individual and team leadership, management, and coaching skills
- Exceptional communication skills to build relationships with key stakeholders and able to influence and challenge as necessary
- Be able to effectively lead and manage continuity, change, and transition.
- Knows how to influence and enable others and addresses the impact of attitude and action on the organization and its participants
- Has a warm, engaging, and inspiring personality, with good networking and interpersonal skills
- Significant experience at senior management level, including leading a finance and operations function
- Good computer skills, including familiarity with Financial Software packages, Microsoft Word and Excel, Raisers Edge, QuickBooks, Salesforce, E-Tapestry, Sage

Desirable skills & experience required for this role:

- Experience of leading a people function in a growing organization
- Experience of working in a charity/international development sector
- Ability to work effectively with cultural sensitivity, and with a wide range of people in different countries, cultures, and settings.

Qualifications:

- University/College degree (or the equivalent of) with a focus in Operational Management; Project Management; Business Administration

Mary's Meals 7S Leadership Competencies:

As a leader within Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I am authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria

	<ul style="list-style-type: none"> • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop, and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I am a catalyst for change • I maintain my technical competence • I contribute to the success of my team • I am accountable

Changes to your role:

As our organization evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual PDR process.