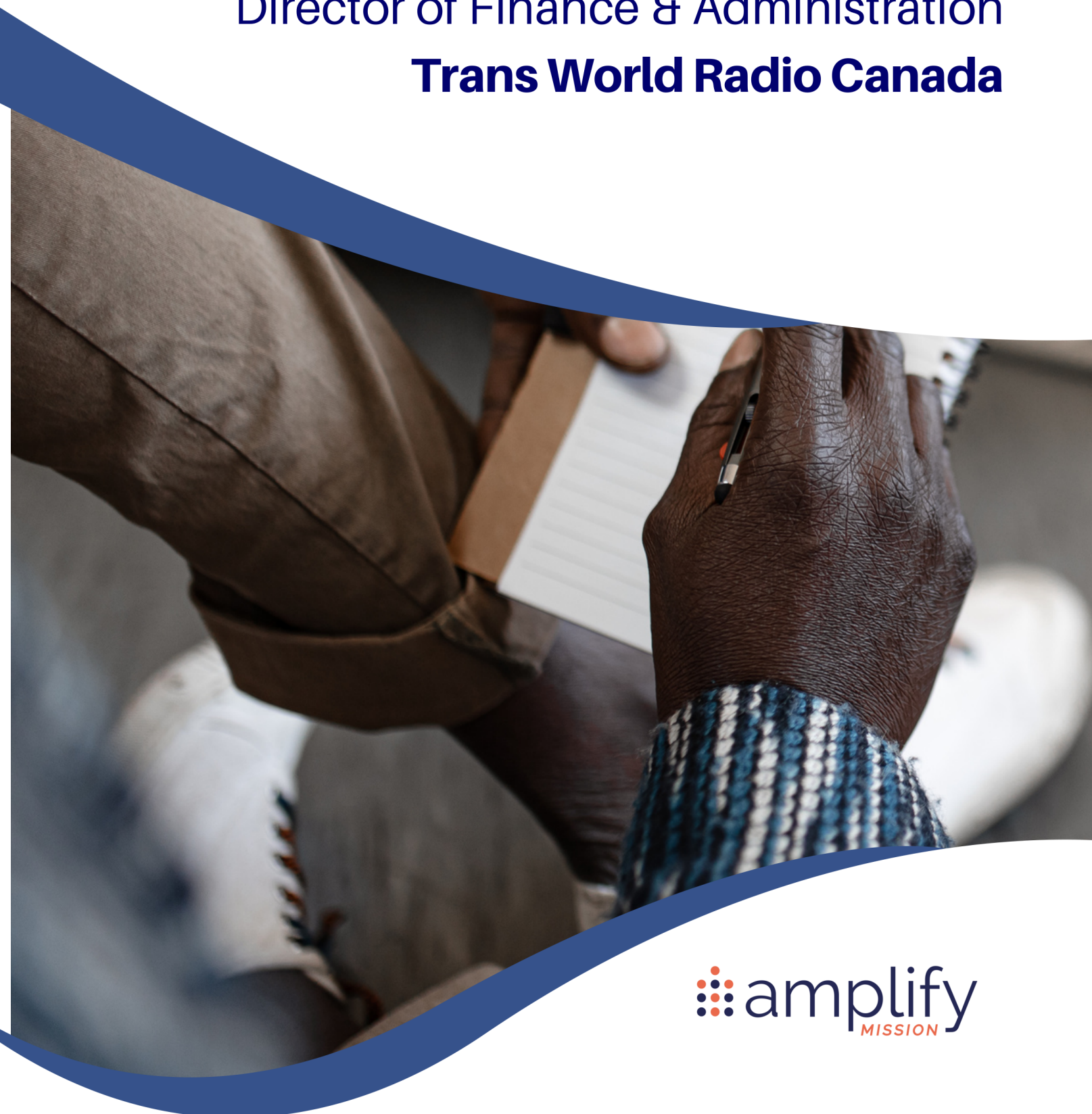




Position Profile

Director of Finance & Administration
Trans World Radio Canada





About Us

Trans World Radio (TWR) Canada was founded in 1973, and together with international partners, local churches and other ministries, TWR provides relevant programming, discipleship resources and dedicated workers to spread hope to individuals and communities around the globe. Whether using high-powered radio to reach people in the Middle East and Latin America, streaming content to Internet users in Asia and Europe or visiting face-to-face with listeners in Africa, TWR leaves a lasting spiritual footprint.

TWR Canada has a staff of more than 25 part-time and full-time employees across Canada, with the majority based in our London, Ontario head office. In addition, many missionaries and volunteers perform valuable work in the office, across the country, and on the mission field.

Vision

To reach the world for Christ using mass media so that lasting fruit is produced.

Mission

To assist the Church to fulfill the command of Jesus Christ to make disciples of all peoples, and to do so by using and making available mass media to:

- Proclaim the Gospel of salvation to as many people as possible;
- Instruct believers in biblical doctrine and daily Christ-like living; and
- Model our message through our corporate and cooperative relationships.





The Opportunity

The Director of Finance & Administration is a multi-faceted role responsible for the core finance function at TWR, as well as administrative functions--including Donor Services, Human Resources, Facilities Management and Information Technology/Information Systems. This role will bring hands-on financial leadership and operational excellence as the organization navigates growth, transitions, and an evolving global ministry landscape. Working closely with the leadership team, the Director will also help nurture a supportive organizational culture, fostering community and providing prayer support to staff, missionaries, and partners.

Accountabilities and Reports

- Accountable to President TWR Canada.
- Participates as a member of the TWR Canada senior leadership team.
- Direct Reports: Bookkeeper, Donor Services Administrator, HR and Missionary Care Coordinator, IT/IS Administrator.



Responsibilities

FINANCE - 30% (CORE FOCUS)

The Director of Finance & Administration leads TWR's finance team, overseeing a bookkeeper, and carrying out a range of responsibilities including budgeting, cash management, and financial reporting. The Director conducts forecasts and financial analyses to generate insights and provide recommendations to the leadership and board. The role also involves ensuring alignment with the organization's strategic goals and compliance with financial stewardship requirements.

Primary Responsibilities:

- Review and approve accounts payable transactions, monthly interbranch reports, HST refund claims, and bank reconciliations.
- Prepare monthly and quarterly financial reports, with explanatory comments for the leadership team and board.
- Coordinate annual budget process and prepare departmental budget worksheets.
- Ensure effective coordination of information between Support Services and other departments, processes and systems.
- Review processes and internal controls regularly, adjusting as necessary.
- Monitor bank and investment accounts, ensuring cash availability while maximizing investment growth according to the Investment Policy.

HUMAN RESOURCES - 20%

The Director of Finance & Administration is responsible for leading the human resources function and overseeing the HR administrator. This role encompasses recruitment, training, performance evaluation, retention and overall care for staff, missionaries, and independent contractors. The Director administers payroll, manages benefits programs, and ensures compliance with labour laws and company policies. They are committed to cultivating a positive work culture that enhances employee satisfaction, engagement, and well-being.

Primary Responsibilities:

- Oversee staff recruitment, onboarding, performance review and exit processes.
- In collaboration with the leadership team, identify and implement staff development activities.
- Oversee processes and practices to provide care for remote staff and missionaries (in Canada and globally)
- Recommend strategic initiatives to monitor and improve employee engagement and define and strengthen organizational culture.
- Oversee staff and missionary payroll calculations, deductions and remittances, benefits, and year-end tax forms.



Responsibilities

REGULATORY, COMPLIANCE & AUDIT - 10%

The Director of Finance & Administration will ensure regulatory compliance and audit readiness, aligning with the goals of the leadership team and board, as well as other stakeholders.

Primary Responsibilities:

- Manage the annual financial audit process, documentation and correspondence.
- Coordinate preparation of T3010, Annual Information Return, and other filings for CRA and Industry Canada.
- Assemble and submit documentation for continued certification with the Canadian Centre for Christian Charities.
- Administer all aspects of the Joint Ministry Agreement between TWR Canada and TWR International, and any future agreements with foreign organizations.
- Follow all legal and regulatory changes as they apply to TWR Canada (such as health and safety and other charity or workplace legislation) and make recommendations for organizational compliance.

DONOR SERVICES - 15%

The Director of Finance & Administration oversees the donor services administrator and ensures efficient coordination of information, processes and systems relevant to donor operations. They prepare regular reports for analysis and planning, and manage gift receipting processes. They also coordinate with other departments to support fundraising, donor engagement and communications efforts, including responding to and managing donor inquiries.

Primary Responsibilities:

- Oversee and optimize donor management systems (such as DonorPerfect, Givecloud, etc.), ensuring seamless delivery of donor services.
- Regularly evaluate and implement best-practice tools to enhance donor engagement and operational efficiency.
- Ensure that all donations are accurately recorded, processed, and acknowledged in a timely manner.
- Prepare regular donor and donation analysis reports for comparison and planning purposes.
- Review charitable receipt processes, procedures and output prior to the issuance of annual receipts.
- Respond to donor inquiries, encourage supporters, and pray with them as appropriate.



Responsibilities

TECHNOLOGY & INFORMATION SYSTEMS - 5%

The Director of Finance & Administration partners with the IT/IS Administrator to evaluate and maintain TWR's IT systems and technology stack, ensuring they are effective and align with organizational requirements. They also coordinate to prioritize upgrades and oversee the implementation of enhancements to the IT infrastructure.

Primary Responsibilities:

- Oversee reviews and replacement schedules and processes for computer infrastructure, network, phone, file management/backup systems and other third-party software.
- Ensure that the security, reliability, and processes of all IT systems and resources meet the organization's operational needs and comply with industry regulations and standards.

FACILITIES MANAGEMENT - 10%

The Director of Finance & Administration oversees the London office facilities, ensuring that the buildings, equipment and grounds are safe, clean, and functional. They will also provide facilities management oversight for the Markham office, as well as foreign properties.

Primary Responsibilities:

- Coordinate with vendors, contractors and staff to schedule repairs, inspections and upgrades, and plan for future needs.
- Manage office needs such as insurance renewals, equipment upgrades, inventory and ordering for facilities- related items.
- Manage ongoing property maintenance schedules and contracts (e.g. garbage & recycling, janitorial, lawncare and snow removal, fire, HVAC & elevator service schedules) to maintain the properties in good working order.



Responsibilities

OTHER - 10%

In addition to the above, the Director will oversee all aspects of daily operations, facilitating communication and collaboration between different areas of the organization (including external stakeholders) to achieve cohesive operational performance.

Primary Responsibilities:

- Create and maintain documented system of operational policies and procedures to ensure continuity of services due to unplanned absences.
- Provide leadership and oversight for support services departments and staff to ensure effectiveness and increase communication cooperation.
- Ensure protection and security of physical and digital files and records and ensuring compliance with privacy and data retention policies.
- Schedule and plan regular office and all-staff meetings.
- Manage Administrative Services Agreements with partner organizations.

Recognizing that a job description may not cover every task required, TWR Canada anticipates that team members will occasionally undertake additional duties. These responsibilities will align broadly with their defined role and the overall objectives outlined in their position description.





Candidate Profile

The ideal candidate is deeply committed to TWR's mission and adheres to our code of conduct. Recognized for your personal integrity and deep faith, you bring a fervent passion and a shared vision for reaching the world through meaningful ministry.

You have a solid foundation in accounting theory, hands-on financial management experience, and a knack for bringing efficiency to systems. As a multi-faceted leader, you coach and guide your team with care, ensuring seamless oversight of core operational functions. You possess a strategic mindset, capable of aligning with the broader organizational goals while adeptly managing daily operations and empowering your teams to excel in their roles.

You approach tasks with meticulous attention to detail and confidentiality. You bring exceptional analytical and troubleshooting skills, and you are comfortable using technology within a Microsoft Office environment.

You are able to establish priorities for yourself and your team, ensuring key timelines are met, while taking a forward-looking stance to pre-empt and plan for future opportunities and challenges.

In summary, you demonstrate the following key competencies:

- In-depth knowledge of financial management and ability to provide insights and a clear point of view for effective strategic planning.
- Ability to translate strategic objectives into operational plans, as well as provide oversight and alignment across departments and functions (Finance, IT, HR, donor services, facilities management).
- Strong interpersonal skills with a people-centric approach in HR and operations, and genuine care for people.





Qualifications

Minimum Qualifications

These are the essential criteria that candidates must meet to be considered for the position:

- Passionate about TWR Canada's vision, mission and values.
- Bachelor's degree or higher in a relevant field such as business administration, finance, human resources or similar; or demonstrated relevant work experience.
- Minimum of 7 years leading people and / or functions.
- At least 5 years of finance/accounting management experience; should ideally have a relevant professional certification, such as a CPA, CMA, CFP or equivalent.
- Demonstrated experience with budgeting and financial report analysis.
- Advanced proficiency using Microsoft Office (and especially Excel) in a Windows environment.
- Excellent communication and interpersonal skills.
- Demonstrated commitment to personal and corporate prayer as a vital part of the ministry culture and decision-making process.

The following are considered to be bona fide occupational requirements of this position.

- **Faith:** as TWR Canada is a faith-based organization working primarily with Christians and those promoting the Christian faith, the person who holds this position must possess a sincere and enduring Christian faith that aligns with our organization's faith statement. They must be regular attendees of a local Christian community. Annual signing of the statement of faith is required to remain in this position.
- **A Christian Lifestyle:** for similar reasons as above, the individual must have a lifestyle consistent with biblical Christianity, actively abstaining from sinful or shameful behaviour including, but not necessarily limited to, theft, lying, greed, idolatry, violence, rage, fraud, slander, gossip, lawbreaking, drunkenness, divisiveness, and sexual immorality. Annual signing of the Lifestyle statement is required to remain in this position.



Application Deadline

March 22, 2024

Desired Start Date

Immediately

Salary Range

75K - 90K

The Process

How to Apply

Please prepare a tailored resume highlighting your qualifications for this role, including a summary statement expressing how your career interests align with this role. Submit your application to recruiter@amplifymission.ca

Interview Steps

- Applications reviewed on a rolling basis.
- Screening via phone / Zoom call to provide additional information and understand your interest in the role.
- Three interview rounds which may include conversations with: the hiring team, colleagues reporting to this role, and the Senior Leadership Team and Board.
- Interview rounds may include assessments and exercises to showcase your competencies and work style.

Eligibility

- This opportunity requires confirmation of eligibility to work in Canada.
- An offer of employment is contingent on clear results of a background check.
- Proximity to TWR's head office in London, Ontario and a willingness to work in a hybrid format (in-person + remote).

We thank all interested applicants, however, only those shortlisted for the role will be contacted. If shortlisted, additional information regarding the role and organization will be provided prior to an initial screening call.

