

# JOB POSTING



## MANAGER, FINANCIAL PLANNING AND PARTNERSHIP ACCOUNTABILITY

Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low income and experiencing food insecurity. Daily Bread distributes fresh and shelf stable food, and fresh-cooked meals to 126 member agencies and 189 food programs across Toronto. Daily Bread also publishes the influential Who's Hungry report - an annual survey measuring trends in food insecurity and poverty in Toronto to educate the public and spark policy change.

<b>Job Title:</b>	Manager, Financial Planning and Partnership Accountability
<b>Reporting to:</b>	CFO
<b>Salary:</b>	\$81,817 to \$84,500 per year commensurate with experience
<b>Terms:</b>	35 hours a week / Permanent
<b>Location:</b>	191 New Toronto Street, Toronto, ON, M8V 2E7

### Position Overview

As one of Canada's largest food banks, Daily Bread has experienced a period of major growth through the pandemic, as food insecurity grows in our city. Last year, there were 1.45M visits to food banks in Toronto, which represents a 47% increase compared to the previous year. As Daily Bread has grown, so has our need for greater and more sophisticated financial analysis.

We are now seeking a dynamic, mission-driven teammate to run Daily Bread's Financial Planning and Analysis (FP&A) and to act as a Finance Business Partner to other departments in the organization. You will be a great candidate for the role if you have strong finance background, enjoy working with people, like to experience, understand and support multiple areas of the business.

### Specific Responsibilities

#### Financial Planning and Analysis

- Work with Finance team to review monthly financial statements, analyze budget variances, and communicate results of analysis to CFO and departmental VPs.
- Perform select internal audit functions, including documenting controls and ensuring that controls are operating effectively.

- Contribute to the annual budgeting process by creating budget templates, analyzing budget requests and communicating with individual departments.
- Review departmental requests for supplemental spend (through Business cases) between budget periods.
- Support and collaborate with the Manager of Financial Reporting and Payroll to prepare audit paperwork and answer questions from auditors.
- Prepare monthly reporting for Finance and Investment Committees.
- Design and prepare other ad hoc analyses as required.

#### Partnership Accountability

- Work with Fundraising to draft proposals to donors
- Manage Approved Vendor list, including working with other departments to refine their lists and get quotes.
- Oversee agency grants, including analyzing RFP submissions and spend reports
- Work through ad-hoc information requests from other departments.
- Provide training for new managers on finance processes and procedures.

#### Other

- Cross-train with Manager, Financial Reporting and Payroll and fill in for that role during absences.
- Work with Finance vendors to ensure that Daily Bread is getting value from its contractual arrangements.
- Other responsibilities and duties as may be necessary from time to time.

#### **Internal/External Relationships**

You will interact internally with staff and volunteers on a daily basis and externally with other agencies, supplies and stakeholders.

#### **What you bring to the Role**

- Bachelor of Accounting, Business, Finance (or equivalent).
- 3-5 years of experience in financial planning or a similar role.
- At least one year experience documenting, designing or auditing internal controls.
- Not for profit or government accounting experience is an asset (not a requirement).
- Strong knowledge of MS365 applications, in particular Excel, required.
- Excellent communication skills, both written and verbal.
- Ability to understand Multiple stakeholder's needs and establish strong relationships with colleagues across the organization.
- Strong vendor management skills.
- Ability to use Sage AccPac and SnapAP is an asset, but not a requirement.

## What You will Get in Return

- Competitive Salary
- Employer paid benefits package including health and dental
- Matched Group RRSP
- Professional Development Stipend
- Free Lunch onsite daily

## Other Considerations for You

- Creative, kind, fun, and passionate team culture.
- We take our mission seriously, but not ourselves.
- Active social committee.

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## How to Apply

Please forward a cover letter and résumé by Friday **May 06th, 2022** to Human Resources – [hr@dailybread.ca](mailto:hr@dailybread.ca). Interviews for the position will be conducted on a rolling basis

***Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups. Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.***

*To support Daily Bread's mandatory Covid – 19 vaccination policy, candidates/employees being considered for employment are required to provide proof of vaccination as a condition of employment prior to their start date unless they have been provided with accommodation in accordance with the Human Rights Code.*

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.