



Canadian Bureau for
International Education
Bureau canadien de
l'éducation internationale

JOB POSTING

TITLE: Financial Administrator, LNASP (4-month contract)

SUPERVISOR: Director Finance, and Director Libyan-North American Scholarship Program (LNASP)

DIVISION: Finance and Administration, and International Partnerships

LOCATION: Ottawa

POSITION SUMMARY

Reporting to the Director Finance and the Director LNASP, the Financial Administrator is responsible for the provision of ongoing financial and accounting functions of the LNASP, which includes confidential costing and analysis related to the operation of the program. The Financial Administrator is responsible for the preparation and quality assurance of all financial documentation to be provided to Libyan program stakeholders and the LNASP Financial Controller. The Financial Administrator will collaborate closely with the LNASP Team.

RESPONSIBILITIES

- Oversees the processing of all non-recurring and recurring financial payments for the Program, which includes receiving, compiling and verifying relevant information for all forms of program payments, such as health insurance, tuition, reimbursements, monthly living allowances; ensures documents are properly approved and authorized by the respective divisional head or authorized designate.
- Ensures compliance with appropriate contractual terms and regulations.
- Prepares cheques, bank transfers/drafts, electronic fund transfers, credit cards, or other means of payment as required; forwards payment directly to payees or as instructed.
- Ensures payments are in sync with both the accounting and database systems.
- Posts transactions into accounting system.
- Maintains filing system ensuring documents are filed according to vendor or project files.
- Addresses vendor inquiries and reconciles discrepancies, if required.
- Performs monthly bank reconciliations.
- Performs year-end processing functions for fiscal year-end.
- In coordination with the LNASP Management Team, responds to periodic and ad-hoc reporting, as required by the client.
- Assists in annual and project audits; provides information as required.
- Provides support and assists in maintaining SAGE 300 accounting system and database related to financial and accounting requirements.
- Performs other duties as required.

QUALIFICATIONS

- College diploma in accounting or related area of study or equivalent experience.
- One to three years of relevant accounting and business experience.
- Strong skills and experience in spreadsheet and computerized accounting programs (SAGE 300 preferred) and Microsoft Office suite (Excel is a must).
- Excellent oral and written communication skills in English.
- Proven ability to communicate with diplomacy, judgement, and tact when dealing with program and international stakeholders.
- Ability to anticipate, understand, and respond to the needs of clients within organizational parameters.
- Ability to work independently and as a team member, cope with workload pressure, meet deadlines and work in a results-based environment.
- Demonstrated ability to set priorities, plan, and problem-solve within the context of challenging service delivery expectations.
- Excellent interpersonal, financial, conceptual, organizational, project management, and analytical skills.
- Strong client-service orientation and excellent customer service skills.
- Communication skills in Arabic, an asset.

Please send your cv and letter of interest as soon as possible, quoting Competition 23-10 to jobs@cbie.ca in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. We thank all candidates for their interest but only short-listed candidates will be contacted.

We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender and sexually diverse communities and/or people with intersectional identities.

We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.

February 2023