



Plan to change
the world

Manager, Business Development Budgeting and Compliance

Status: Full-time, 12 month contract

Department: International Programs

Reports to: Senior Manager, Business Development Budgeting and Compliance

Compensation band: 3A

Overall responsibility: Reporting to the Senior Manager, Business Development Budgeting and Compliance, the Manager, Business Development Budgeting and Compliance is part of a cross functional development team responsible for preparing quality proposals for complex multi-million dollar grants. The proposal team includes specialists in proposal writing, Monitoring & Evaluation and relevant thematic areas such as Gender, Health, Education, Livelihoods, etc.

Specific responsibilities: The Manager, Business Development Budgeting and Compliance role within this team is to contribute to proposal development focusing on budgeting for quality project implementation, maximizing cost recovery, ensuring value for money, and meeting compliance requirements with donor budget and terms.

Working closely with Canadian project team members and Plan field offices:

- Lead budget preparation within proposal development teams with a focus on appropriate costing models, alignment with proposed activity and staffing plans as well as maximizing cost recovery
- Articulate and present donor requirements from a compliance perspective from onset of proposal development process and advise on implications on implementation and potential financial risks during proposal development through to finalizing the contribution agreement
- Ensure proposals have best in class budget presentation and budget notes, in line with donor guidelines.
- Provide quality financial analysis of proposal budgets based on key parameters and indicators to inform proposal development team and senior management during design and decision making process
- Coordinate, complete and obtain approvals for the Grants Agreement Document (GAD) or Funding Bundle Agreement Document (FAD) with the Plan field and regional offices ensuring the agreements include accurate proposal budget numbers, donor/Plan Canada/field office requirements, mapping to field office output codes, and proposal summary

- Review donor and partner agreements ensuring the financial terms and conditions are compatible with Plan's systems and are favourable to quality implementation and reporting through consultation with other compliance managers on implementation teams
- Identify ways to maximize efficiencies within proposal development and budgeting processes
- Provide training and ongoing support to relevant stakeholders including Canadian project team members, Plan field offices and partners on understanding donor financial compliance, identifying risks and other best practices related to budget development and recoverability
- Participate in feedback mechanism to capture lessons learned from projects in implementation to inform future budget development and build on donor intelligence from compliance perspective
- Drawing from best practices and lessons learned, contribute to development and implementation of standardized package for quality budgeting tools, guidelines and templates for proposal development including standard key performance indicators and parameters, budget and reporting guidelines, locally raised treatment, cost recovery and allocation policies, compliance training, etc.
- Design budget templates for large multi-country, multi-partner proposals with consolidated views and analysis of key performance indicators and parameters

Skills, experience, qualifications:

- Bilingual in French and English. Other languages an asset
- Minimum of 2-4 years related experience in developing costing models / budgets at the project design stage and risk assessment and mitigation for \$4M+ Proposals
- Business or Finance related degree. Professional accreditation (CPA/CGA/CMA) an asset
- Hands on experience reviewing complex contracts and agreements.
- Previous experience working with donor agencies like DFATD, multilateral agencies (UNICEF, World Bank, etc.) and charitable organizations / Foundations preferred
- Coaching and mentoring skills for building project staff capacity on quality budget development
- Superior skills in building productive working relationships with team colleagues, field offices, donors and partners.
- Experience with working in cross-functional teams and matrix environment
- Prior experience on financial management of projects and understanding of project management cycle is an asset.
- Flexible approach to deal with ambiguity
- Exceptional cross-cultural, oral and written communications skills
- Intermediate to advanced skills in MS Office Suite with advanced Excel skills required
- Strong analytical and problem solving skills
- Permanent Residency status in Canada is required
- Extensive travel would be needed for the position
- Ability to travel internationally

About Plan Canada:

Imagine working for a leading international non-governmental organization (NGO) that's dedicated to creating a better world. That's Plan International, a global movement for change, mobilizing millions of people around the world to support social justice for children in developing countries.

Founded in 1937, Plan is one of the world's oldest and largest international development agencies, working in partnership with millions of people around the world to end global poverty. Not for profit, independent and inclusive of all faiths and cultures, Plan has only one agenda: to improve the lives of children. **Because I am a Girl** is Plan's global initiative to end gender inequality, promote girls' rights and lift millions of girls – and everyone around them – out of poverty.

Plan Canada is part of a global network of offices in over 70 countries. Our busy Toronto and Ottawa-based offices undertake fundraising, donor engagement and public outreach, as well as overseeing a wide variety of field programs led by our International Program Department, which includes experts in health, education, water and sanitation, economic security, gender equity, child protection and participation, and humanitarian assistance.

We at Plan Canada are a dedicated, passionate and diverse team of over 200 employees who are committed to making a difference in the lives of children.

Join us and Plan to change the world.

Visit our website at plancanada.ca

How to apply:

To apply for this role please forward your CV, covering letter, outlining your skills and experience and salary expectations to gethired@plancanada.ca by August 21, 2015. Please reference **Manager, Business Development Budgeting and Compliance** in the subject line.

Plan sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted. **No phone calls please.**

Applicants must be legally eligible to work in Canada.

Consistent with our Child Protection Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Plan Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

