

  
**COMMONWEALTH  
WAR GRAVES**  


<b>JOB DESCRIPTION</b>	
<b>SUMMARY INFORMATION</b>	
<b>Job Title:</b>	Finance Administrator
<b>Department:</b>	Canada, Americas, and Pacific Area (CAPA)
<b>Contract Type:</b>	Permanent Full Time
<b>Job Purpose:</b>	<p>As a Financial Administrator, you will be responsible to ensure all CAPA financial transactions, month-end financial data and records are maintained, accurately processed, and reconciled within set guidelines and deadlines.</p> <p>You will be responsible for payroll processing for CAPA as assigned, with specific focus on the 10 countries in the Asia Pacific Region.</p> <p>You will provide financial support to the CAPA Management Team, in line with corporate policies and procedures, as and when directed.</p>
<b>Job Band:</b>	B
<b>Reports to:</b>	CAPA Finance Manager
<b>Direct Reports:</b>	None
<b>Other Key Contacts:</b>	<ul style="list-style-type: none"> <li>• CAPA Management Team</li> <li>• Head Office Finance staff</li> <li>• Other Area Finance Staff</li> <li>• Various external service providers and professionals</li> <li>• CAPA Regional Managers with specific focus on supporting staff in the 10 countries in the Asia Pacific region</li> <li>• Veterans Affairs Canada (VAC) Staff</li> <li>• Payroll Provider(s)</li> </ul>
<b>Financial Responsibilities:</b>	None
<b>Location:</b>	Ottawa, Canada
<b>Working hours:</b>	37.5 hours per week Office Hours – Mon-Fri 0800-1630
<b>Travel:</b> <i>(Once restrictions are lifted)</i>	Not applicable
<b>Right to work:</b>	Must have the right to work legally in Canada

|||||  
COMMONWEALTH  
WAR GRAVES  
|||||

**BACKGROUND**

The Commonwealth War Graves Commission honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

The Canada, Americas and Pacific Area (CAPA) of the CWGC covers all of Canada, United States, the Caribbean, Central America, South America and the Falkland Islands (31 countries) in the Canada and Americas Region and another 10 countries in the Pacific Region including China, Japan, Indonesia, Malaysia, Philippines, Fiji, Thailand, Singapore, and Myanmar. We are responsible for caring and maintaining 72,000 war graves, over 66,000 commemorations, 89 CWGC owned cemeteries and other sites with memorials, stones of remembrance and crosses of sacrifice.

**POSITION SPECIFICATION**

**KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE**

- Ensures that CAPA meet their Month-End financial transaction reporting into Great Plains within appropriate deadlines, with specific focus on the countries in the Pacific Region.
- Set up all payments onto the electronic banking system for approval and authorisation at a higher level.
- Process supplier invoices/credit notes making sure they match and reconcile against Purchase Orders.
- Process payments as required for maintenance contractors and suppliers for approval and authorization.
- Give guidance and support to all staff using the CWGC Purchase Management System (PMS)
- To check, arrange and reconcile submitted travel expense claims in Rydoo and raise any queries or anomalies to the Finance Manager.
- Check, analyse and enter credit card expenditure on Finance System and deal with queries, concerns and highlight to Finance Manager/Officer where appropriate.
- Chases and follows up on any missing receipts and returns.
- Ensure Area financial transactions are entered and updated in the finance system and reconciled following the month end process.
- Compiles, enters and posts general ledger journals as required.
- Maintains digital CAPA financial filing system and archiving of statutory records.
- Contributes to the financial onboarding of new hires across the area.
- Other office duties as and when required.
- Assists in other duties in the absence of either the Senior Finance or the Finance Managers.
- Assists in the day-to-day processing of the CAPA global payroll to ensure that all staff are paid in a timely manner and in accordance with existing policies and procedures

|||||  
COMMONWEALTH  
WAR GRAVES  
|||||

- Assist with the reconciliation of the CAPA payroll monthly and investigate and report on any variances.
- Communicate effectively with staff and other CWGC stakeholders
- Assist with the preparation of financial reports as required and as assigned.
- Assists with the monitoring and financial reporting on CAPA Capital projects as assigned.

### **Financial & Risk Management**

- Ensure that all financial and operational controls and procedures are followed to monitor and reduce corporate risk.

### **Job Functional Knowledge**

- Knowledge of best practice in financial accounting and book-keeping
- Knowledge of best practices relating to payroll processing, especially in the various countries in the Pacific Region and/or working closely with Payroll providers in those countries.

### **Business Expertise**

- Understands the impact of decisions on the financial management of the CAPA and its stakeholders

### **Problem Solving**

- Ability to solve problems based on prior experience, expertise, and judgement

### **Nature of Impact**

- Understands that effective and efficient financial processes, procedures, and financial accountability at all levels in the organization are essential elements of success in this position

### **Area of Impact**

- Impacts across all aspects of assigned CAPA business, impact on the overall financial reporting regime of the CWGC, and the effective and transparent management of public funds by the Canada, Americas and Pacific operational area.

### **Interpersonal Skills**

- Team-oriented individual with great communications skills.
- Good organisational and inter-personal skills, accuracy and attention to detail are absolute requirements to be successful in the role.

### **Key contacts and relationships**

- Reports to the Finance Officer
- Responsive to the Finance Manager
- Responsive to CAPA Management team and Regional Managers
- Respond to enquiries from staff in the field Head Office Finance staff



COMMONWEALTH  
WAR GRAVES



PERSON SPECIFICATION
----------------------

### Education and Knowledge

#### Essential

- Minimum of a Post-secondary Diploma in Business Accounting or Bookkeeping and/or an equivalent combination of education and experience as deemed appropriate by CWGC
- Fluent in written and spoken English

#### Desirable

- Working knowledge of online purchase management systems and online expenses systems
- Ability to speak and write French and/or one of the other operational languages used within CAPA.
- Experience with an organization with international banking and/or payroll experience

### Experience

#### Essential

- Minimum of two years' experience within a financial management environment ideally with an international setting
- Advanced MS Excel skills (formulas, formatting, data validation/manipulation, analysis, queries, graphs, etc...)
- Proven ability to work with autonomy, organising work to meet deadlines, prioritizing demands to successfully execute and complete work.
- Proven experience with Windows 365 suite of applications, working knowledge of Great Plains would be an advantage.

### Skills and Abilities

- Self-starter, able to take the initiative in prioritising workloads and meeting deadlines.
- Results driven, taking responsibility for planning and organizing assigned tasks.
- Acts with integrity and has high ethical standards.
- Is resilient and flexible even when under pressure and is adaptable and able to deal with ambiguity and change
- Able to work within a multi-disciplinary team and with individuals from different cultures, and with different languages, skills and abilities
- Excellent written and spoken communication skills
- Develop and maintain professional relationships with locally engaged staff in Canada and across the area, and staff at all levels of the organization
- Excellent team player, able to build and maintain positive and effective working relationships and recognise contributions made by others
- Willing to accept increased responsibility and committed to ongoing professional development
- Familiarity with and/or willingness to learn CWGC related software
- Analytical and creative approach to anticipating, identifying, and offering solutions to potential problems
- Excellent organisational and time management skills, prioritising work to meet deadlines, and wise and economic allocation of resources

|||||  
COMMONWEALTH  
WAR GRAVES  
|||||

---

*Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the CWGC.*

---

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: