



## JOB POSTING

# MANAGER OF FINANCE AND ADMINISTRATION

The British Columbia Search and Rescue Association (BCSARA) is hiring! This is an opportunity to join the association during an exciting time of change moving into a fully sustainable funding and support model for Ground Search and Rescue (GSAR) in the province.

BCSARA represents the recognized 80 GSAR Groups and their 2,500 volunteer members who work with police, ambulance, and other responsible agencies in carrying out searches and technical rescues to save lives. Our board consists of 12 volunteer Regional Directors, agency representatives, executive, and Directors at large. Our mandate includes providing advice to the provincial government on GSAR, educating the public on outdoor safety through the AdventureSmart programs, working closely with Emergency Management B.C. on safety and training for the volunteers, and providing other supports including Critical Incident Stress Management (CISM) education and interventions.

The Manager of Finance and Administration is a key position responsible for managing the day to day financial and administrative requirements of the British Columbia Search and Rescue Association (BCSARA) including managing all aspects of receiving funding and disbursing payments, tracking all funding and expenditures using online bookkeeping systems, maintain records of board and executive meetings, ensuring financial and other policies are complied with, and developing annual and other reports. Qualifications are:

- A post-graduate qualification (ideally in a field such as Business Administration, Public Administration, Finance, Accounting or another relevant field) or five years equivalent experience.
- Experience developing and implementing finance and accounting policies, procedures and systems, preferably on international projects.
- Skills in Administrative support, including overseeing, internal processes, managing shared files
- Skills in teamwork, organization and logistics;
- Ability to organize/prioritize a demanding, responsive multi-task workload, to take initiative and be flexible;
- Capacity to work under pressure in a self-directed manner and to collaborate with others in an collegial team situation;
- Strong written and spoken English
- Excellent computer skills including proficiency with standard office software (e.g., Microsoft Word and Excel). Working knowledge in SAGE accounting software is an advantage and additional technical skills welcome.
- Excellent inter-personal skills and personnel management capabilities
- Commitment to upholding BCSARA values, vision and direction;
- Willingness to undertake travel and to work occasional evenings and weekends in order to attend board meetings and response reviews.
- Experience of working with, or in, an NGO is an asset.

**Hours of work:** the standard work week is 35 hours and additional evening and weekends as needed to accommodate activities such as Board meetings and workshops.

**Travel:** will be required for 2-3 in-person board meetings a year plus additional workshops. Travel including personal vehicle mileage will be reimbursed for work related activities.

**Location:** The BCSARA office will be located within the Greater Victoria area.

**Compensation:** salary to be negotiated based on experience up to \$70,000 per annum plus a percentage in lieu of benefits.

**More information:** including the job description on this exciting opportunity go to <https://www.bcsara.com/projects/>, more information on the BCSARA and the GSAR service in B.C. can be found at [www.bcsara.com](http://www.bcsara.com).

**Applications:** must be submitted as a single PDF document attached to an email sent to [sarsupport@bcsara.com](mailto:sarsupport@bcsara.com) by 4:30pm on June 28 2019. Only those applicants chosen for an interview will be contacted. Applications must clearly outline how the applicant's education, experience, and skills meet the qualifications for the position. Contact information for 3 past work references must be included. Generic resumes maybe included in the application as well.