



**Title:** Senior Finance Manager  
**Type of Position:** Finance  
**Location:** Langford (Asset) / Remote  
**Reporting to:** Director of Finance  
**Number of Direct Reports:** 1  
**Travel:** Limited

**Salary:** 65,000-75,000

Our purpose at Rugby Canada is to inspire the nation on the global stage, and to lead, govern and support the game of rugby across Canada, to ensure Rugby Canada is recognized and respected worldwide as a top 12 rugby nation on and off the field. Our values are our Canadian Rugby DNA, and show the world what we stand for; Courage, Unity, Fun, Respect and Integrity are the core beliefs on which we will build the next chapter of Rugby Canada's future.

We are currently seeking a driven enthusiastic Senior Finance Manager.

## RESPONSIBILITIES

- Assist in maintaining the accuracy of Rugby Canada's financial records through monthly reconciliations of balance sheet and income statement accounts
- Lead the execution of bi-weekly Payroll, including coordinating with the Senior HR Manager for employee onboarding/offboarding process, benefits, and RRSP packages.
- Lead the processing of bi-monthly Accounts Payables (A/P) and payment reconciliations.
- Lead Accounts Receivable (A/R) management ensuring timely collection and communication of any outstanding debts.
- Supervise the Finance Manager in reconciliation of credit cards, bank accounts, expense reports, and supplier invoices.
- Assist Finance Director in preparation of quarterly and annual financial reports for federal funders, World Rugby, and other key stakeholders
- Assist Finance Director in preparation of tax and compliance returns
- Assist Finance Director in the annual audit process and ensure that all financial records meet the standards required for Rugby Canada's external audit.
- Assist with in-year forecasting, reconciling financial data to date and following up with team leads on upcoming changes to the remaining forecasted budget.

## REQUIRED SKILLS & QUALIFICATIONS

- Working towards or achieved a CPA designation
- Bachelor's Degree in business administration or commerce.

### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 110 – 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770

rugby.ca  
contact@rugby.ca





- Minimum 3 to 5 years of experience showing progression in various accounting and administrative roles.
- Background in government compliance and reporting
- Experience working in not-for-profit and/or sport sector either as an employee or board member. Must be familiar with non-profit finance and accounting regulations.
- Strong communication and presentation skills.
- Excellent organizational and multitasking abilities.
- Management or supervisory experience is an asset.

*Don't have everything listed above? If you have some of these qualities and believe this is the position that will make you excited to come into work, then we want to hear from you!*

### **How to Apply**

Interested candidates are invited to submit a resumé and cover letter to [jobs@rugby.ca](mailto:jobs@rugby.ca). Only those candidates selected for an interview will be contacted. The deadline for applications to be received is 11:00pm PT on Thursday November 28<sup>th</sup> 2024.

### **HEAD OFFICE**

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 110 – 375 Water Street  
Vancouver, BC CANADA V6B 5C6  
Tel / Tél: 778-379-5770

[rugby.ca](http://rugby.ca)  
[contact@rugby.ca](mailto:contact@rugby.ca)

