



WELLSPRING IS HIRING!
FINANCE MANAGER



Wellspring believes every child deserves an education that nurtures their full vibrant potential, and that children thrive when the whole school community rallies together to nurture and educate their children.

OUR DREAM: A compassionate, creative, and courageous generation, shaping a vibrant and peaceful future.

OUR PATH: We equip school communities to nurture children's character, intellect, and wellbeing — helping children in Rwanda and East Africa to thrive.

Wellspring is at an exciting and visionary stage in its journey. Established as a Canadian Charitable organization and registered as an international NGO in Rwanda since 2008, Wellspring has over 20 years of credible experience supporting children's education by training teachers, leaders and parents across Rwanda. As an integrated global team with leadership in Rwanda, we are now setting ourselves on course to establish Wellspring as a thriving and sought after hub of educational expertise and professional development opportunities for educators in Rwanda and across East Africa, focused on seeing children thrive with skills and knowledge for wellbeing, character, and resilience.

Our new strategic plan and exciting vision will see us craft a much more vibrant brand, broaden our community of partners, and increase revenue through more personal, relational fundraising, corporate giving, a strengthened grant program, educational connections, and Rwanda-based fundraising, as well as exciting opportunities to visit Rwanda. There are exciting times ahead, and this role is a key part of the team that will craft the way.



TITLE	FINANCE MANAGER
REPORTS TO	Executive Director
WORKS CLOSELY WITH	Rwanda Finance Team Director of People & Operations (Rwanda) Operations Manager (Canada) Senior Director of Advancement (Canada) Board Treasurer
PROVIDES SUPERVISION FOR	Finance and Compliance Manager (Rwanda)
POSITION LOCATION	Remote: Canada
EMPLOYMENT CATEGORY	Part-Time: 32 Hours Per Week (Negotiable)

JOB SUMMARY

The Finance Manager plays a vital role in overseeing the day-to-day finance function of Wellspring, including, but not limited to, general accounting, budgeting, reporting, controls, bookkeeping, payroll, and administration, with a drive for improving organizational effectiveness. As a member of Wellspring's Global Leadership Team, the Finance Manager will also support the Executive Director and Leadership Team with financial planning & analysis, coordinating budget development, analysing performance against plan and managing risk.

Providing empowering supervision for our Finance and Compliance Manager in Rwanda, and collaborating effectively and efficiently with operational and department leads, the Finance Manager will demonstrate Wellspring's organizational values throughout, ensuring all areas of responsibility are carried out in support of Wellspring's mission, strategic priorities, policies, standards, and systems.

FINANCIAL OPERATIONS AND PROCESSES

- Oversee and manage the day-to-day finance function of Wellspring, including general accounting, bookkeeping, reporting, budgeting, and forecasting.
- Maintain accurate fund accounting in line with internal & donor financial guidelines & policies.
- Ensure a smooth operation of accounts payable, accounts receivable, payment of invoices and employee expenses.
- Ensure timely operation of payroll and benefits and retirement savings plan.
- Enter all accounting data into QuickBooks Online.
- Complete monthly reconciliation of all bank accounts and reconciliation with Raiser's Edge account balances.
- Maintain accurate, complete and systematic financial records of supporting documentation for all financial and bookkeeping activities, ensuring every transaction is legitimate, correctly categorized, and traceable in an audit.
- Make recommendations for and implement improvements in all areas of responsibility.
- Collaborate closely with colleagues in Rwanda, providing oversight & quality assurance for Wellspring's financial operations, bookkeeping & reporting in Rwanda through QuickBooks Online.
- Answer phone and email inquiries, responding to donor needs in a friendly, professional, and Christ-like manner.
- Where up-to-date donor information is required, proactively reach out to constituents to solicit it.
- Recognize opportunities to offer faith-based support, such as prayer, to constituents.

INTERNAL CONTROLS AND FINANCIAL RISK MANAGEMENT

- Ensure compliance with internal controls through the month-end and year-end close process, ensuring integrity of Wellspring's financial statements, and ensuring controls are aligned with finance and administration policies.
- Maintain a sharp attention to cash flow, preparing projections for internal fund transfers and providing regular cashflow updates and recommendations to the Leadership Team.
- Support the ED and Finance & Accounting Committee by providing oversight of Wellspring's cash resources with a focus on security, liquidity, and availability of funds.
- Coordinate annual and funder audits in Canada, consulting as needed with external auditors to ensure that generally accepted accounting principles are applied to all complex issues.
- Ensure proper filing of tax and GST/HST returns and issue consolidated annual tax receipts
- Prepare the T3010 annual statement and other reports as required by the Canadian Revenue Agency, Global Affairs Canada, etc.
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements.
- Financial oversight of grants and restricted program funds, ensuring compliance with donor agreements, reporting requirements, eligible expenditures, and audit standards.
- With the Operations Manager, and when necessary in consultation with the Finance and Audit Committee, regularly review and ensure that finance and administration policy and procedure manuals are updated.
- Proactively identify, assess, and communicate financial risks, compliance concerns, significant budget variances, cash flow pressures, and operational control weaknesses to the Executive Director and Leadership Team, with recommendations for timely corrective action.

FINANCIAL REPORTING, PLANNING AND ANALYSIS

- Prepare and present accurate and timely monthly financial reports, statements of income and expenditure, cash flow projections, and a management financial analysis report on a timely basis, providing analysis and recommendations as needed.
- Collaborate with the Executive Director and Leadership Team in the development of the annual organizational budget, as well as specific grant budgets.
- Support the Leadership Team and other budget owners in the regular and accurate monitoring of revenue and expenditure budgets, including grant budgets, across the organization.
- Collaborate with the Development Team lead to prepare analysis of income and giving patterns, to improve the accuracy of projections.
- Provide regular financial analysis, projections, and assessments as needed and as requested, making recommendations for cost effectiveness and advising the Executive Director on relevant economic issues.
- Prepare relevant financial reports, analyses and dashboard updates as requested by the Executive Director in preparation for meetings of the Board of Directors and/or the Board Finance and Audit Committee, supporting good governance and timely decision making.
- Ensure the Chart of Accounts and Budget Templates are aligned with strategy and program, making recommendations for adjustments when necessary.

ADMINISTRATION

- Support the Executive Director in human resources management, particularly on administration of benefits, as well as tracking vacation and lieu time.
- Maintain legal, financial and human resources documents and records, including employee personnel files, supplier contracts, and other organizational documentation.
- Act as the point of contact for any contractors providing finance-related services, with support with the Operations Manager.
- Assist with the planning of and support the Development Team administratively in local fundraising initiatives.

CHILD SAFEGUARDING

- Ensure all finance-related and procurement activities uphold ethical standards and Wellspring's Child Safeguarding Policy.

CULTURE AND TEAM

- Contribute to Wellspring's Leadership Team and Strategic Planning and Review activities regularly and as required.
- Provide coaching, management and leadership that is empowering for Wellspring's global Finance team members, building a culture of collaboration, ensuring alignment with strategic priorities and a global commitment to financial data accuracy and integrity across Canada and Rwanda teams.
- Actively contribute to the strengthening of the Finance team by collaborating on the recruitment, onboarding, and coaching of any new Finance staff.
- Model Wellspring's Christ-centred values, servant-hearted and transformational leadership, and commitment to dignity and justice.
- Contribute positively to team culture, collaboration, continuous learning and spiritual rhythms.
- Craft, agree and be held accountable by appropriate lead and lag KPIs and performance objectives that support professional and personal growth, team success, contribute to Wellspring's strategic goals, team targets, and provide for a work environment that is motivating and enjoyable.
- Undertake any other professional duties which may reasonably be delegated by Wellspring's leadership in support of our mission and strategic plan, including contributing occasionally to other projects or initiatives.
- Take part in team retreats as well as both team and personal professional development opportunities.



QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or diploma preferred in Business Administration, Finance or related field.
- Accounting designation preferred.
- 3 years of experience in bookkeeping and financial management, preferably in the non-profit sector.
- Demonstrated digital proficiency and experience in QuickBooks Online is required. Demonstrated digital proficiency in similar accounting software is an asset.
- Experience with Raiser's Edge, and other customer and database systems.
- A project management qualification is an asset.

SKILLS AND COMPETENCIES

- Financial Reporting, Budgeting and Analysis.
- Clear communication verbally and in writing, with ability to communicate key information with clarity, accuracy and in a succinct yet thorough manner.
- Skills in project management, being able to set priorities, agree timelines and implement action plans.
- Analytical thinking and critical decision making.
- Proficient with the use of Google Workspace (G-Suite) and Microsoft Office.

PERSONAL QUALITIES AND BEHAVIOURS

- Alignment with and affirmation of Wellspring's Christian faith foundation and organizational values, and a willingness to share that faith in interactions with constituents.
- Demonstrated alignment with Wellspring's vision, mission, values, and philosophy of relational fundraising and asset-based development.
- Strong fit with Wellspring's organizational culture and servant-hearted leadership, with demonstrated cross-cultural skills, emotional intelligence, and a highly relational team player.
- Ethics, a high level of integrity and a commitment to confidentiality.
- Accountability, dependability and time management.
- Adaptability and flexibility.
- Commitment to continuous improvement.
- Attention to detail.
- Fluency in English and meets legal requirements to work in Canada.



WORKING CONDITIONS & SALARY RANGE

- Remote role based in Canada. Other colleagues are located in BC and Ontario, but other locations are possible.
- Possible travel across Canada and to Rwanda.
- Regular collaboration across time zones with colleagues in Rwanda and Canada.
- Occasional work requirements outside of traditional hours or at weekends for special projects such as donor events or meetings.
- Ability to provide a clear criminal background check in line with Wellspring's Child Safeguarding Policy.
- Manual dexterity required to use desktop computer and peripherals.
- Extensive visual concentration and repetitive tasks.
- Attention to detail required while subject to multiple interruptions.
- Manage multiple priorities and meet tight deadlines.

SALARY RANGE

\$60,000 – \$70,000 CAD – 0.8 FTE (Negotiable)





HOW TO APPLY

Please email a **PDF** version of your:

- **cover letter** (max 2 pages)
- **CV** or resumé
- **statement of faith*** (max 1 page)

in English to libby@thewellspringfoundation.org and applications@thewellspringfoundation.org.

*A statement of faith should describe your Christian faith and how it is relevant to your involvement with Wellspring. The statement can either be incorporated into your cover letter or submitted as a separate document.

Deadline for Applications: July 30th, 2026.

Applications will be reviewed and interviews may take place on a rolling basis until the role is filled. We encourage you to apply early if you are genuinely interested, **are legally able to work in Canada**, and believe you would be a great fit for this role!

Wellspring values and encourages diversity, striving to be equitable and non-discriminatory in all our activities to ensure children have access to quality education in Africa. We will implement policies that respect the inherent worth and dignity of those we engage with and promote equity, diversity, and inclusion.

We value authenticity and we want to get to know you – and so we encourage you to share your own words, rather than those of AI.

