



Canadian Lutheran World Relief

JOB PROFILE

Job Title	Program Finance & Compliance Manager
Department	Programs
Location	Winnipeg, MB, strongly preferred; hybrid options possible in BC and ON
Classification	Permanent, Full-Time (36.25hrs/week)
Salary	\$79,458 to \$97,115
Reports to	Co-Directors of International Program Team
Closing Date	September 8, 2026

About CLWR

We're one of Canada's oldest, most trusted humanitarian agencies, but a lot of days, working here feels like a startup. We hope to be the best of both, and we also want CLWR to be the best employee experience you ever have.

We work on some of the most urgent global challenges of our time, facilitating a Canadian response to some of the bleakest situations in the world — like wars in Gaza, Sudan and Ukraine, hunger in South America and East Africa, and refugee crises worldwide.

Like many other international relief and development organizations, we're facing big challenges of our own and navigating serious uncertainty. We're meeting that moment by taking big swings to expand our ability to make a real difference in the world. In our 80th year, we're evolving aggressively with new approaches that are transforming how we work. We combine the nimbleness and optimism of a start-up with the resilience, legacy and partnerships of a storied faith-based movement. We're just the right size to have resources to work with, without endless bureaucracy slowing us down.

Our team is made up of the incredible people who have built a culture of conviction and competence. They're energetic, creative and passionate in their work for a world where people live in justice, peace, and dignity. Whatever your religious background, abilities, race, gender identity, or sexual orientation, if you can match that energy, you'll be a great fit here.

We're sure this can be your dream job – a chance to dedicate your talents to a more just world while being treated and valued as a whole person with a life outside of work: flexible hours, generous compensation, Fridays off in July and August, 100% employer-paid benefits premiums, 8% RRSP matching, and openness to remote and hybrid work arrangements that suit your life. And maybe most importantly, we offer an environment of respect and support from peers and supervisors, and the chance to work with a really special group of people who will no doubt turn into lifelong friends. The folks we partner with across The Lutheran World Federation, Canadian Foodgrains Bank, Humanitarian Coalition, and the Manitoba Council for International Cooperation are all pretty great, too.



We're growing our team to meet growing challenges, and we couldn't be more excited. Join us.

About the Role

As CLWR continues to grow, diversify its funding, and manage increasingly complex international programming, we're looking for someone who can strengthen the financial management and compliance systems that underpin our work. Reporting to the Co-Directors of our International Program Team (the Director of Development Programs and the Director of Humanitarian Programs) and working closely with Finance & Operations, the Program Finance & Compliance Lead will serve as the team's technical resource for project finance, donor financial compliance, and financial risk management across CLWR's development and humanitarian work.

This is a highly collaborative role that combines technical financial expertise with practical problem solving. You'll work alongside both Co-Directors and all Program Managers throughout the project lifecycle—from proposal budgeting and financial forecasting to donor reporting, audits, and project close-out— providing technical guidance, review, and problem-solving support that helps keep projects financially sound, compliant, and well positioned to deliver results. Rather than simply identifying problems, you'll help teams navigate donor requirements, anticipate financial risks, and develop practical solutions that support successful implementation.

You'll also play a key role in strengthening CLWR's finance and compliance systems as the organization continues to grow. This includes developing practical tools and guidance, coordinating audits and due diligence processes, improving financial workflows, and building the capacity of staff and partners to manage donor-funded projects with confidence. While much of the role focuses on supporting Global Affairs Canada-funded programming, you'll also contribute to strengthening financial stewardship and compliance across CLWR's broader portfolio.

About the person we're looking for

We're looking for someone who enjoys helping others navigate complex financial and compliance requirements while finding practical solutions that enable great programming. They bring several years of experience in project finance, donor compliance, grants management, or a related field, ideally within the international development or non-profit sector, and understand that strong financial management is as much about supporting good decisions as it is about accurate reporting.

They're comfortable interpreting donor financial requirements, preparing budgets, forecasts and financial reports, supporting audits, and identifying financial risks before they become larger issues. Just as importantly, they're able to translate complex donor policies into practical guidance that colleagues can confidently apply in their day-to-day work. They enjoy improving systems, developing tools and templates, and helping others build their confidence in financial management and compliance.

They communicate clearly, build strong relationships across teams, and are comfortable balancing attention to detail with the bigger picture. They're collaborative, curious, and continuously looking for ways to improve how work gets done. They enjoy coaching others, are comfortable working independently when needed, and bring sound judgment, integrity, and a solutions-oriented mindset to everything they do.

Sound like you?

This is a role for someone who enjoys combining technical financial expertise with relationship building, problem solving, and continuous improvement. You'll be joining an experienced, collaborative Programs Team and will work closely with colleagues across the organization to strengthen the financial systems that enable high-quality humanitarian and development programming around the world

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS*Minimum Knowledge*

- Post-secondary education in finance, accounting, business administration, or a related field
- Excellent knowledge of Global Affairs Canada (GAC) financial instruments, financial reporting expectations and compliance frameworks
- Working knowledge of Canada Revenue Agency (CRA) requirements applicable to registered charities and their implications for international programming.
- Knowledge of project budgeting, financial management, procurement, financial controls, and donor compliance requirements.
- Understanding of financial risk management and internal control principles.

Minimum Experience

- 3–5 years of progressively responsible experience in project finance, grants management, and/or donor compliance within the non-profit or international development sector.
- Demonstrated experience managing financial compliance for Global Affairs Canada (GAC) or other institutional donor-funded projects.
- Experience preparing or coordinating project budgets, financial reports, audits, and donor financial documentation.
- Experience providing financial guidance, training, or capacity strengthening to program staff and/or partners.
- Experience working collaboratively with cross-functional teams, including finance, programs, and senior management.



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Technical Skills

- Advanced Microsoft Excel skills, including financial analysis, forecasting, reconciliation, and reporting.
- Proficiency with Microsoft Office applications.
- Experience using accounting systems (e.g., Sage, QuickBooks, or other ERP software).
- Strong financial analysis, budgeting, forecasting, and variance analysis skills.
- Excellent written and verbal communication skills in English.
- French or another language relevant to CLWR programming (e.g., Arabic or Spanish) is an asset.

Other Skills or Requirements

- Exceptional attention to detail and accuracy, with the ability to analyze, synthesize, and interpret complex financial information.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and competing deadlines.
- Ability to exercise sound judgment, solve problems proactively, and identify practical solutions to financial and compliance issues.
- Strong interpersonal and relationship-building skills, with the ability to provide advice and influence colleagues in a collaborative manner.
- Ability to work independently while collaborating effectively across departments.
- Commitment to continuous learning and staying current on donor and regulatory requirements.
- Demonstrated ability to interpret complex donor policies and translate them into practical guidance for program staff.

Working Conditions

- Occasional domestic travel and international travel as required. (≈ 10–15 days/year)
- Ability to work evenings or weekends during heavy workload periods, as required.
- Manual dexterity to operate a computer; ability to lift up to 15 lbs.

KEY RESPONSIBILITIES

Description	% of Time
Program Finance • Provide technical guidance to Program Managers during project budget development to ensure compliance with organizational and donor requirements (e.g. GAC, CFGB), including advising on cost eligibility, budget structure, staff level of effort (LOE) assumptions, overhead and administrative cost calculations, currency exchange assumptions, and alignment between budgets and budget narratives. • Establish and apply risk-based review standards that prioritize higher-risk projects and files, and provide technical support to Program Managers in monitoring project financial performance and compliance, including through the review of financial reports and supporting documentation, ensuring budget alignment and donor compliance, and identifying financial variances, coding issues, budget realignment needs, forecast-to-completion concerns, and emerging financial risks, recommending corrective actions as needed. • Prepare and/or provide technical review concerning the preparation of financial reporting forms, budget revisions, amendments and related documentation • Provide technical input and assistance to Program Managers concerning project financial close-out processes, including final reporting, expenditure reconciliation, resolution of outstanding compliance issues, and preparation of required close-out documentation. • Provide technical assistance to CLWR's Safeguarding Lead on matters concerning financial fraud reports and investigations, as requested • Coordinate with the Senior Director of Finance & Operations on the application of donor requirements to project-level accounting • Support departmental budgeting and forecasting processes, as requested by the Co-Directors, in coordination with Finance & Operations.	40%
Compliance Oversight • Serve as the Programs team focal point for donor financial and related project-level compliance requirements, including applicable GAC, CFGB and CRA requirements, maintaining up-to-date knowledge of relevant policies and requirements, identifying changes, and advising staff on their implications. • Coordinate and oversee project audits, internal financial reviews, and implementation of audit recommendations. • As required, coordinate with implementing partners to conduct and document donor-required screening and due diligence processes concerning implementing partners, consultants, and other fund recipients to ensure	30%



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Description	% of Time
compliance with applicable donor requirements • Maintain an audit finding and corrective-action tracker including maintaining a portfolio-level tracker, identifying recurring issues, and escalating systemic risks to management. • Support Program Managers to apply CLWR's procurement procedures in the projects they manage, and monitor adherence through risk-based reviews that prioritize key files and recommend or escalate corrective actions to Co-Directors where needed. • Support due diligence and risk review processes for implementing partners, with attention to financial management capacity, internal controls, compliance systems, documentation practices, and audit history.	
Capacity & Systems Strengthening • Develop, maintain, and continuously improve program team finance and compliance procedures, tools, templates, checklists, and review processes. • Design and deliver practical training, guidance materials, and coaching to strengthen staff and implementing partner capacity in donor requirements, financial management, procurement, and compliance practices. • Support staff and implementing partners in adopting finance and compliance systems, tools, and workflows, promoting consistent application of donor, CRA, and organizational requirements across the Program team portfolio.	20%
Other Organizational Tasks • Participate in Programs team meetings, learning initiatives, and strategic planning processes. • Contribute to cross-departmental initiatives as requested by the Co-Directors • Support collaboration between Programs, Finance & Operations, Communications & Donor Relations (CDR), and external partners. • Perform other duties as assigned.	10%

Qualified applicants should email a single PDF document including a cover letter and resume to hr@clwr.org

Closing date is September 8, 2026. Please quote “Program Finance and Compliance Manager” in the subject line of your submission. We thank all who apply but will only contact applicants selected for interviews.