

Trade Facilitation Office (TFO) Canada Director, Finance and Administration

Location: Ottawa

Trade Facilitation Office (TFO) Canada catalyzes sustainable and inclusive economic growth by helping small and medium enterprises (SMEs) in developing countries succeed in international trade. By providing trade information, technical advice, and access to Canadian and international markets, TFO Canada facilitates trade partnerships that improve lives and build long-term prosperity. With a strong commitment to gender equality, environmental responsibility, and private-sector-led development, TFO Canada supports women-led businesses and socially responsible SMEs around the world to grow, compete, and thrive.

It is within this context that TFO Canada is seeking a strategic, collaborative, and forward-looking financial leader to serve as its **Director, Finance and Administration**.

Reporting to the Executive Director and serving as a key member of the senior leadership team, the Director will lead financial operations, provide strategic budget and forecasting expertise, and ensure strong compliance and risk management across the organization. This is a hands-on and high-impact leadership role, overseeing accounting, project budgets, and administrative operations, while also advising on strategic planning and supporting growth through strong financial management.

Managing a small and growing team, the Director will ensure financial integrity across multiple funded projects. This includes overseeing budgeting for proposals, analyzing financial trends, and helping project teams course-correct where needed to deliver on commitments. TFO Canada's projects are complex, multi-partner initiatives, requiring both rigour and flexibility in financial management – in Canada and with participating project countries. The Director will also play a vital role in reporting, preparing for audits, and developing tools and systems that support high performance across the organization.

As the ideal candidate, you are a CPA (CA, CMA, or CGA), with at least 10 years of experience in financial leadership within a not-for-profit, NGO, donor-funded, or similar environment. You bring expertise in budgeting, forecasting, compliance, and project finance, ideally with experience managing contribution agreements from funders such as Global Affairs Canada. You are a skilled communicator and trusted advisor who enjoys supporting program teams and mentoring finance staff. You bring both technical strength and a collaborative spirit, using your financial insight to guide decisions, anticipate risks, and drive results. Experience working with implementing partners in developing countries and/or managing subgrants is a strong asset.

You are mission-driven and energized by TFO Canada's work to support inclusive economic development. You thrive in a collaborative, multicultural, and entrepreneurial environment, where teamwork, learning, and accountability are deeply valued. Strong communication skills in English is required, and French and/or Spanish would be considered assets.

To apply for this position, please submit your application to Claire Leroux at cleroux@boyden.com. Please include "TFO Canada, Director, Finance and Administration" in the subject line of your email.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.

TFO Canada is an equal opportunity employer and is committed to building a diverse, inclusive, and welcoming organization. We welcome applicants of all backgrounds, particularly those who would contribute to the further diversification of our team, including women, racialized persons, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity.