



Creating Homes and Community for Mental Health

Treasurer

(Volunteer Position in Ottawa)

August 2021

General

Ancoura is a small not-for-profit that has been operating in Ottawa since 2008. We have seven homes which provide accommodation for residents who are living with mental illness. There are three residents in each home. We have one permanent and two part-time staff members. In addition, we have a bookkeeper who helps to keep our finances in order and undertakes work that is delegated by the treasurer.

Ancoura's Vision Statement

We are a community of residents, volunteers and staff committed to establishing stable, affordable housing and a supportive community for people living with a mental illness in Ottawa. We are dedicated to nurturing resident growth from isolation to inclusion, from stigma to acceptance and from uncertainty to trust.

Ancoura's Mission Statement

Our mission at Ancoura is to provide a nurturing and fulfilling environment for persons living with mental illness, through stable, affordable housing and a supportive community.

Position: Volunteer Treasurer

Reporting to: Board of Directors

General Responsibility: Oversee the management of Ancoura's finances through the development and implementation of sound financial practices and processes.

Specific Responsibilities

A. Oversee the financial affairs of Ancoura

- Oversee and present budgets, accounts and financial statements to the board of directors.
- Ensure that proper accounts and records are kept and that financial resources are spent in a manner consistent with Ancoura's policies, legal and regulatory requirements.
- Develop and implement financial, reserves and investment policies.

- Oversee the production of tax receipts, T4s, government filings and other financial documents.

B. Assume a leadership role on initiatives related to financial matters

- Chair the Finance Committee in line with the terms of reference and report back to the board of directors.
- Serves on the Executive Committee to keep members aware of financial issues.
- Advise on the financial implications of Ancoura's strategic plan.
- Ensure that financial procedures and transactions are consistent with the internal financial control policy.
- Prepare documents required for the review engagement undertaken by the auditor.
- Prepare the annual budget with input from the board, bookkeeper, Finance Committee and staff.
- Present financial statements at the Annual General Meeting for final approval.

C. Ensure that the financial components of the T3010B Information Return are completed in an accurate and timely manner.

- Comply with CRA rules for registered charities.
- Ensure that all required financial records are available to support CRA reporting expectations and can be effectively transferred to the appropriate T3010B reporting lines.

N.B. The treasurer must ensure that all practices are consistent with Ancoura's internal financial control policies.

Qualifications:

Experience in accounting, bookkeeping or financial control. Professional accounting designation and non-profit board experience are assets.

Abilities

Excellent organizational abilities and communication skills. Ability to appraise the organization's financial standing, policies and procedures in order to make recommendations regarding the financial decisions that will be made.

Work and Meetings during COVID-19

During the pandemic the work of the treasurer is generally done from home and meetings are held using Zoom. In-person meetings will resume when health and safety guidelines permit.

Commitment:

Qualified candidates for this position are expected to be able to make a two year commitment.

For further information or to apply for this position, contact Brian Harrison

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