

Job Title: Finance and Operations Manager

Location: New York, USA preferred (Only candidates who are eligible to work legally without work visa sponsorship in the USA will be considered.)

Contract Type: Part-time (0.5 FTE / 20 hours per week), Permanent contract

Hiring Salary: USD 76,970 – 92,364 per annum (before taxes, commensurate with experience, to be pro-rated to 0.5 FTE)

Target Start Date: As soon as possible

Application Closing Date: Open until position is filled

This job advert is for an existing vacancy.

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 12 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

The United States National Office (USNO) is located in New York City. We are responsible for building awareness and raising resources within the US to make our work possible in Right To Play countries of operation. More information is available on [our website](#).

Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Paid time off including 15 annual vacation days and 6 annual sick days (to be pro-rated for part-time employees)
- Competitive benefits such as 403b employee savings plan
- Learning opportunities and 5 learning and development (L&D) days per year (to be pro-rated for part-time employees)
- More information on what we offer is available on [our website](#).

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/248597-finance-and-operations-manager-usno/1129628-application-form/en>

Please note that applications will be reviewed on a rolling basis, you are encouraged to apply as soon as possible.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer. More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

Job Description:

Job Title: Finance and Operations Manager (part-time)	Grade: 7
Reports to: National Director, Canada and US	Location: USNO
Direct Reports: NA	Department: Finance

1- Purpose:

The Finance and Operations Manager ensures the effective financial, administrative, and operational functioning of the office by overseeing accurate financial records, coordinating people and legal

processes, and continuously improving business systems and practices to support and enable successful fundraising outcomes.

2- Accountability & Responsibilities:

Lead financial management, compliance, and reporting for the National Office by ensuring accurate and timely recording of all expenses connected with the operation of the USNO, overseeing liquidity, payroll, audits, tax reporting, and external financial relationships, and delivering reliable management and statutory reports to leadership, HQ, and authorities (35%).

Lead for US based staff payroll and benefits, HRIS data accuracy, payroll coordination, contracts, insurance and benefits administration, and employee records to ensure compliance, efficiency, and strong organisational support (20%).

Direct office operations, administration, IT, and legal coordination by establishing efficient administrative processes, managing office infrastructure and IT security, coordinating vendors and service providers, monitoring licenses and compliance requirements, and supporting organisational risk management and legal obligations (15%).

Perform other duties as assigned.

3-Scope (geographical and/or functional), Impact and Autonomy

The incumbent operates with significant autonomy, holding delegated authority over financial management, systems, and office operations, including safeguarding all funds received, and preparing supplier invoices for payment. They operate with high trust and independence and is expected to safeguard assets and ensure full statutory, fiscal, and HR data compliance.

4-Leadership and Staff management

The role exercises functional and collaborative leadership with no direct reports, providing guidance and influence across the National Office. Leadership is demonstrated through setting standards and supporting teams to work effectively within organizational policies and financial controls, by providing authoritative guidance to the National Office on financial policies, internal controls, and risk management; escalating material risks and recommending mitigation actions to the National Director and HQ Finance. The incumbent is expected to operate effectively in a low-segregation environment due to small staff size by implementing and monitoring compensating controls (spot checks, reviews with National Director, exception reporting) to maintain strong control integrity.

5- Information requirement for decision-making

The incumbent requires secure access to accurate financial, donor, and operational data - primarily through the MCRM and ERP systems - which is already identified and readily available and applies established analysis and reporting methods as a super-user to interpret information, ensure compliance, protect confidential constituent records, and support informed financial and operational decision-making.

6- Innovation and Improvements

The incumbent is expected to drive process improvements and functional innovations within the National Office— data integrity, financial tracking, and internal collaboration—while supporting others to implement these changes, with major or high-risk innovations subject to approval by the National Director.

7- Relationships & Communications: Internal / External:

The incumbent maintains key internal relationships with all National Office team members and HQ colleagues in MCRM, Finance, and People & Culture, and external relationships with Board members, and event partners, using effective communication and donor stewardship to support organizational objectives and ensure smooth operations. The incumbent stewards the National Office's fiduciary obligations and is the primary authorized liaison with banks, landlords, insurance and payroll providers, external auditors, tax advisors, and legal counsel.

8- Expertise (Certifications / Education, Professional Experience/Language)

- Post-secondary diploma or undergraduate degree in accounting, business administration, Finance, or other related fields.
- Professional Accounting Designation preferred
- 5 years of progressive finance experience, including audit coordination, statutory filings, and external advisor management
- Adaptable with the aptitude to work well under pressure, and manage multiple competing and/or changing priorities
- Experience in navigating accounting, banking and payroll platforms
- A team player who is collaborative and innovative
- Excellent organizational skills; systematic in follow-through of tasks; diligent, with strong attention to detail
- Results-oriented with a willingness to learn and take initiative
- Demonstrates professionalism and integrity, with strong judgement skills and ability to exercise discretion and maintain confidentiality of sensitive information
- General knowledge of fundraising practices, procedures and standards preferred
- Fluency in oral and written English

9- Core Competences

- **Collaboration:** Demonstrates strong teamwork by effectively partnering with internal teams and external stakeholders to achieve shared objectives.
- **Growth Mindset:** Actively seeks opportunities to improve processes, learn new systems, and implement innovative solutions.
- **Resilience:** Maintains focus and effectiveness under pressure, managing multiple priorities and challenges with composure.
- **Professionalism:** Upholds high ethical standards, confidentiality, and accuracy in all financial, operational, and stakeholder interactions.
- **Management and Interpersonal Skills:** Guides and influences colleagues through expertise, clear communication, and support, despite having no direct reports.

10- Additional Information

Ability to work irregular hours depending on event and external meeting schedule