



Job Opportunity with the Egmont Group Secretariat *Finance and Administrative Manager*

-  Full-Time Permanent
-  Ottawa, Canada
-  Full time
-  Based out of Ottawa, Hybrid, 3 days on-site
-  Deadline to apply – Friday, April 3rd, 2026, Noon Ottawa/Canada
-  140-160K CAD total compensation

The Egmont Group of Financial Intelligence Units (FIUs) is a global network of 182 FIUs that facilitates the exchange of financial intelligence to combat money laundering, terrorist financing, and related crimes. The Egmont Group Secretariat (EGS), based in Ottawa, Canada, provides strategic, technical, and administrative support to the Egmont Group's governance structures, including the Heads of FIUs, the Egmont Group Leadership, Egmont Committee, Working Groups, and Regional Groups.

We are seeking a dynamic and experienced professional to join the Secretariat as the Finance and Administrative Manager. This leadership role offers a unique opportunity to contribute to the strategic direction and operational effectiveness of the Egmont Group from within its core Secretariat team. The Egmont Group Secretariat is an equal opportunities employer, committed to diversity and non-discrimination.

Your Role

The Finance and Administrative Manager plays a pivotal role in ensuring the financial sustainability, administrative integrity, and operational effectiveness of the Egmont Group Secretariat. As a member of the Egmont Group Secretariat's middle management, the jobholder will, under the authority of the Executive Secretary, provide strategic leadership and oversight of the Secretariat's financial and administrative functions, support informed decision-making by Leadership, and ensure compliance with applicable financial, administrative, and regulatory frameworks, while enabling the effective delivery of the Egmont Group's Strategic Plan.

Finance Managerial Key Responsibilities

- Directs and oversees all aspects of Finance and Accounting, including managing a small team of staff accountants.

- Advises and supports the ES, Chair, and Board members on finance and accounting matters, operational and financial risks, annual audit and budget, forecasts, and liabilities.
- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Manages the processing of bi-weekly payroll, allowances and advances for members of the Secretariat.
- Manages processes for financial forecasting, budgets, consolidation, and reporting.
- Provides recommendations to strategically enhance financial performance.
- Brings financial and contracting acumen to the development and negotiations of funding proposals, business agreements and vendor contracts.
- Ensures that effective internal controls are in place and ensure compliance with GAAP and applicable federal, provincial, and local regulatory laws and rules for financial and tax reporting.
- Manages donor funds in accordance with donor agreements to ensure that any disbursements approved by the ES using donor funds are paid in accordance with relevant donor agreements and the EG financial policies and procedures.
- Researches and prepares position and other papers for consideration of the Egmont Group relating to the financial systems, policies and administrative procedures of the Egmont Group Secretariat.
- Exercises co-signing authority for expenditures, including service and maintenance contracts
- Develops and empowers staff using a supportive and collaborative approach on a consistent basis.
- Performs any other duties as described in the FAPP's under the chapter dedicated to the responsibilities of the Senior Financial Officer.
- Performs other duties as assigned by the Executive Secretary.

Administrative/Operations Managerial Responsibilities

- Lead the Working and Regional Groups Team to deliver high-quality outputs aligned with Egmont Group priorities by fostering a culture of excellence, collaboration, and continuous improvement.
- Set performance goals, monitor progress, and ensure accountability across team functions.
- Coordinate internal workflows, resource allocation, and reporting to support strategic priorities and operational efficiency.
- Provide mentorship and professional development opportunities to team members, aligned with evolving AML/CFT standards and organizational needs.
- Monitor team activities and prepare periodic reports to assess progress against strategic goals, measure productivity, and inform Egmont Group leadership of key developments and outcomes.
- Ensure alignment of secondment objectives with Egmont Group priorities, facilitate onboarding and integration, monitor performance and development, and foster a

collaborative environment that maximizes the secondees' contributions to the Secretariat's mission.

- Ensure timely communication of developments and decisions from Egmont leadership to the Working and Regional Groups Team.
- Support the Executive Secretary in cross-functional initiatives related to HR, finance, communications, and governance.
- Perform other duties and responsibilities as assigned by the Executive Secretary, in support of the Secretariat's evolving priorities and the Egmont Group's strategic objectives.

What's in It for You

- **Global Impact:** Play a key role in shaping international efforts to combat financial crime, working with a network of 182 FIUs worldwide.
- **Strategic Leadership:** Influence the direction of global AML/CFT initiatives by supporting Operational effectiveness and financial direction across various Egmont bodies.
- **Professional Growth:** Contribute to the strategic direction and operational effectiveness of the Egmont Group from within its core Secretariat team
- **Collaborative Culture:** Join a diverse and inclusive team committed to excellence and continuous improvement.

Eligibility Criteria

To be eligible, candidates must:

- An undergraduate degree in related discipline (Accounting, Finance) or equivalent
- Chartered Professional Accountant (CPA) required.
- A minimum of 10 years of relevant experience including well-rounded experience in all aspects of financial leadership, preferably in a not-for-profit sector.
- A minimum of 5 years at a senior management level and managing a team.
- Strong experience in general administration management, including HR, budget & planning, communication, and office management.
- Excellent organizational and planning skills.
- Experience working with a range of stakeholders including the Chair and Leadership of the Board, Committee members, and senior leaders in industry. A sound working knowledge of the international AML CFT environment will be an asset.
- Exceptional communication and presentation skills.
- Exceptional organization skills and ability to manage and deliver on multiple initiatives concurrently.

Application, Selection and Recruitment Process

Interested candidates should submit their application in English, including a CV and cover letter, at careers@egmontsecretariat.org, by Friday, April 3rd, 2026, 23.59 Ottawa/Canada.

After the deadline, applications will be checked against the eligibility criteria. Upon completion of the initial assessment, a shortlist of the most suitable candidates will be established. Candidates shortlisted in the previous phase will be invited to undergo an interview with the Executive Secretary and representatives of the Egmont Group Leadership.

The Egmont Group Secretariat