



SARVAC'S Humanitarian Workforce (HWF) Program

Job Description

Job Title:	HWF Operational Finance and Administrative Development Coordinator	Reports To:	HWF Operational Coordinator
Classification:	Employee	Remote Work:	Hybrid – (office & home)
Department/Group:	Humanitarian Workforce (HWF)	Office Location:	24 McNamara Drive, Paradise, NL

Job Summary:

The HWF Operational Finance and Administrative Development Coordinator is responsible for supporting the development, integration, and maintenance of the financial and administrative processes required to support emergency incident operations under SARVAC's Humanitarian Workforce (HWF) Program.

Reporting to the HWF Operations Coordinator and working closely with the SARVAC Finance Manager, the Coordinator ensures that the finance and administration requirements associated with HWF emergency response are clearly established and effectively integrated with SARVAC's existing corporate finance and administrative policies, procedures, and systems.

The Coordinator is responsible for helping ensure that HWF incident finance and administrative processes are consistent with Incident Command System (ICS) and can effectively support the rapid activation, deployment, sustainment, and demobilization of HWF resources during emergency operations.

The position serves as a key link between HWF Operations and SARVAC's Finance and Administration, helping translate operational requirements into practical financial and administrative processes that provide appropriate financial controls and accountability while supporting the time-sensitive requirements of emergency response.

Responsibilities:

- Support the HWF Operations Coordinator in establishing and maintaining the financial and administrative systems required to support HWF emergency operations.
- Work closely with SARVAC's Finance and Administration Manager to ensure HWF incident finance and administrative processes are appropriately integrated into SARVAC's corporate financial policies, procedures, controls, and systems.
- Develop and maintain HWF incident finance and administration procedures that are consistent with Incident Command System (ICS) and SARVAC HWF operational doctrine.
- Ensure that roles, responsibilities, authorities, approval processes, and financial controls for incident operations are clearly defined prior to emergency activations.
- Support the integration of finance and administration functions within HWF incident management structures, including appropriate coordination with Operations, Planning, Logistics, Command, and other incident functions.



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- Develop and maintain Standard Operating Procedures (SOPs), tools, templates, forms, checklists, and guidance required to support incident finance and administration.
- Establish processes for the timely authorization, documentation, tracking, reconciliation, and reporting of expenditures incurred during HWF emergency operations.
- Support the development and implementation of processes for incident-related procurement, purchasing, contracting, travel, accommodations, expense claims, equipment, supplies, and other operational expenditures.
- Ensure incident financial processes provide appropriate documentation and audit trails while remaining sufficiently responsive to the operational tempo and requirements of emergency response.
- Support the establishment and maintenance of incident-specific financial records, including tracking expenditures and financial commitments against approved incident budgets.
- Support compliance with applicable funding and contribution agreements, including requirements related to eligible expenditures, financial documentation, reporting, and reimbursement.
- Assist with the preparation of incident budgets, expenditure forecasts, financial summaries, reimbursement claims, reconciliations, and other financial reporting associated with HWF emergency operations.
- Provide finance and administrative support during HWF activations, exercises, and deployments and, when required, support or participate in the incident management structure.
- Support the financial and administrative components of incident demobilization and close-out, including reconciliation of expenditures, outstanding commitments, expense claims, procurement records, and supporting documentation.

Qualifications/Education Requirements:

- Post-secondary education in Finance, Business Administration, or other related field.
- Significant experience in finance, financial administration, business administration, or a related field.
- Experience in Search and Rescue, emergency management, or related field.
- Experience and Certification within the Incident Command System (ICS).
- Experience in the voluntary sector in Search and Rescue, emergency management, or a related field.
- Experience with financial processes such as budgeting, expenditure tracking, procurement, expense administration, reconciliation, and financial reporting.
- Knowledge of the financial and administrative requirements associated with emergency response operations.
- Knowledge of SARVAC's Humanitarian Workforce Program
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and project management skills.
- Ability to maintain confidentiality and handle sensitive information.
- Bilingual (English/French) is an asset.

Effort:

- Developing and maintaining effective financial and administrative processes for emergency operations.
- Coordinating between operational and corporate finance requirements.
- Critical thinking, problem-solving, and decision-making.



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- Maintaining accuracy and attention to detail during periods of increased operational tempo.
- Managing competing priorities and time-sensitive financial and administrative requirements.
- Learning, applying, and continuously improving financial, administrative, and ICS processes.
- Emotional intelligence, resilience, collaboration, and effective communication during emergency operations.

Key Competencies:

- Ability to work in high-pressure emergency environments
- Excellent written and verbal communication skills
- Problem-solving and adaptability in complex operational settings
- Strong skills and abilities in various computer and database applications

Working Conditions:

- Work is normally carried out in the SARVAC office – may be considered for a hybrid role in a home and office setting.
- Work is to take place during office hours (Monday - Friday).
- Extended periods of sitting while using a computer or other devices are likely.
- May be required to travel, handle increased workload and deal with fluctuating work schedule due to special events and/or activations.
- On an exceptional basis, the employee may be called upon to respond to emergency incidents that can vary depending on the nature of the incident and the specific role of the responder.
- Common work conditions may include a high stress environment, irregular working hours, physical demands, exposure to trauma, teamwork and collaboration, safety precautions, and travel and mobility.

Salary:

Wage range: \$40-\$50 per hour (based on experience). Group and health benefits and up to 5% RRSP matching program offered.

How to apply:

To be considered an applicant, please submit your interest, **including a cover letter and resume**, to Paul French (jobs@sarvac.ca). Position open until filled. Incomplete applications may result in the applicant not moving forward in the screening process.