

## **Description for Finance Executive**

### **Position**

The Finance Executive is responsible for developing and monitoring the Chapter's financial operations. They will report to the President and the Vice-President.

### **Commitment**

- 1-year term
- 4-6 hours/ month, the time commitment may be higher before and/ or during certain Chapter events or actions
- Attend all Chapter meetings, as outlined in CCMW by-laws
- Agree to CCMW's values and principles as outlined on the next page

### **Prerequisite**

Be a paid Chapter member

### **Responsibilities**

- Accepts responsibilities delegated by the President
- Create fundraising plan for the Chapter, including crowdfunding and the annual fundraiser along with the President and Vice-President
- Maintain financial records and reconcile discrepancies
- Prepare annual budget with help from President, Vice-President and Program Executives
- Prepare monthly financial statements
- Monitor cash flow
- Calculate and pay Chapter membership dues to CCMW National before AGM
- Reviews financial statement before Chapter meetings

### **Qualifications**

- Basic knowledge of Freshbooks or similar accounting programs
- Possess strong leadership skills
- Strategic thinker
- Enjoy working with numbers
- Ability to work independently and as a team player
- Experience preparing financial reports, statements and spreadsheets

- Possess tact, discipline and attention to detail
- Posses strong financial/ accounting skills
- Skills to have: good record keeping, ability to utilize contacts and networking
- Ability to prioritize and manage multiple partners
- Ability to inspire and motivate others
- Knowledge of CCMW and its activates on local and national level

### **Training**

You will be supported and trained by the past Chapter Treasurer Executive Committee member before the officially starting in January 2016.

### **Submission**

Please send your cover letter and resume to [toronto@ccmw.com](mailto:toronto@ccmw.com) with the “Treasurer Executive” in the subject line by Friday, December 18, 2015 at 12 am.

## Mission

Ensure the equity, equality and empowerment of Canadian Muslim women

## Values

- To promote Muslim women’s identity in the Canadian context.
- To assist Muslim women to gain an understanding of their rights, responsibilities and roles in Canadian society.
- To promote and encourage understanding and interfaith dialogue between Muslims and other faith communities.
- To contribute to Canadian society the knowledge, life experiences and ideas of Muslim women for the benefit of all.
- To strengthen the bonds of sisterhood among the Muslim communities and among Muslim individuals.
- To stimulate Islamic thinking and action among Muslim women in the Canadian setting.
- To acknowledge and respect the cultural differences among Canadian Muslim women, and to recognize and develop our common cultural heritage.
- To promote a better understanding of Islam and the Islamic way of life in the North American setting.
- To represent Canadian Muslim women at national and international forums.
- To encourage the organization and coordination of Muslim women’s organizations across Canada.

### Guiding Principles

- We are guided by the Quranic message of God's mercy and justice, and of the equality of all persons, and that each person is directly answerable to God.
- We value a pluralistic society, and foster the goal of strength and diversity within a unifying vision and the values of Canada. Our identity of being Muslim women and of diverse ethnicity and race is integral to being Canadian.
- As Canadians, we abide by the Charter of Rights and Freedoms and the law of Canada.
- We believe in the universality of human rights, which means equality and social justice, with no restrictions or discrimination based on gender or race.
- We are vigilant in safeguarding and enhancing our identity and our rights to make informed choices amongst a variety of options.
- We acknowledge that CCMW is one voice amongst many who speak on behalf of Muslim women, and that there are others who may represent differing perspectives.
- We aim to be actively inclusive and accepting of diversity among ourselves, as Muslim women.