

Finance and Compliance Specialist

Title: Finance and Compliance Specialist

Type of contract: Determinable contract for up to 5 years.

Location: Remote (home-based) with periodic travel to CAM offices in Montréal and /or Ottawa. Frequent international travel to Malawi, South Sudan, and other locations in Africa as needed.

Salary Range: \$75,000 - \$85,000 based on a 5-day work week (35 hours per week)

About the Canadian Association of Midwives (CAM)

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. Our work is focused on ensuring more equitable access to high quality sexual, reproductive, and newborn midwifery services in Canada and globally. To achieve this, we work in partnership with the National Council of Indigenous Midwives (NCIM), midwifery associations, midwives, and relevant stakeholders.

Since 2008, CAM, through its Global Programs, has been working through partnerships with other national midwifery associations in Africa, Venezuela and Haiti to deliver reciprocal capacity building and improve reproductive health outcomes.

CAM is deeply committed to ensuring our organization reflects the diversity of our members and of the clients they serve – this includes diversity regarding gender identity or expression, sexual orientation, religion, ethnicity, national origin, disability, and all other protected grounds under the Canadian Human Rights Act. CAM encourages submissions from applicants from diverse communities.

Benefit to Working with CAM

- Salary ranging between \$75,000 - \$85,000 dependant on skills and experience
- Employee Health Benefits Program: dental, medical, paramedical, life insurance (certain exceptions may apply) and Employee Assistance Program services
- GRRSP benefits
- Generous leave entitlements (starting at 3 weeks' vacation, generous paid time off for illness, personal days, family responsibilities), and additional paid time off for December holiday closure
- Travel, learning, and professional development opportunities!

CAM is deeply committed to ensuring our organization reflects the diversity of our members and of the clients they serve – this includes diversity of race, gender identity or expression, sexual orientation, religion, ethnicity, national origin, disability, and all other protected grounds under the Canadian Human Rights Act. CAM encourages submissions from applicants from diverse communities.

Job Summary

The Finance and Compliance Specialist will play a key role in the successful implementation of the Canadian Association of Midwives (CAM)'s international projects within its Global department. This position will report to CAM's Director of Finance and will work closely with the Program and Operations staff. The Finance and Compliance Specialist's main responsibilities include budget planning and

management, consolidating and preparing financial reports, accounting, verifying supporting documents, and ensuring donor compliance.

This position will also provide support to CAM's staff and implementing partners through the development and strengthening of financial policies and tools, conducting in-person and online trainings, and engaging in monitoring visits to project sites.

This position will require periodic international travel to CAM project countries in Eastern and Southern Africa for up to 4 weeks at a time.

Primary Duties and Responsibilities

Under the leadership and guidance of CAM's Director of Finance and in collaboration with the Program and Operations staff, the Finance and Compliance Specialist will manage a number of financial aspects of CAM's donor-funded projects. This will require working in close collaboration with financial counterparts employed by implementing partners to ensure donor compliance and strengthening the capacity of implementing partners and program beneficiaries' capacities. The Finance and Compliance Specialist will work closely with CAM staff located in project countries as needed to support their work.

Financial Management and Compliance

- Track and manage transfers of funds to partners in accordance with partner agreements and approved workplans.
- Supervise compliance of administrative and financial documents, ensuring proper filing.
- Ensure seamless and continuous flow of financial and budgetary information between CAM (lead executing agency) and implementing partners.
- Supervise partners' financial compliance with the signed partnership agreements.
- Ensure compliance with internal policies, project management manual and/or donor requirements.
- Design and implement procedures and tools, including financial reporting templates, budget monitoring tools, journals, etc. to increase operational and financial efficiency.

Budget planning and monitoring

- Collaborate with Program staff in the development of annual budgets. Assist implementing partners with the development of their project budgets.
- Collaborate with project financial counterparts to monitor actual and forecasted expenses ensuring budgets are adhered to and preventing over or under-spending.

Accounting, Financial Reporting, and Audits

- Supervise and approve monthly or quarterly reconciliations and yearly closing of accounts, including monthly or quarterly journal entries.
- Under the leadership of the project focal points, support the timely preparation of financial reports, including those from implementing partners.
- Ensure the timely preparation and submission of project documents for audits. Conduct regular spot-checks with less experienced partners to ensure compliance with donor requirements.

Technical Assistance and Capacity Building

- Participate in the development of project financial management tools. Participate in the delivery of training, both virtual and on-site (international travel required).
- Provide on-going assistance to implementing partners and beneficiaries through regular online meetings and monitoring visits.
- Collaborate with CAM staff located in project countries to support the financial systems of partners and beneficiaries.

Other duties as assigned.

Qualifications, Skills, and Knowledge Requirements

- University degree or diploma in finance, or accounting or financial management, or any relevant discipline.
- Minimum 5 years recent relevant experience, ideally with a focus on donor-funded international projects.
- Solid understanding of all accounting principles and standards.
- Demonstrated knowledge and experience in the preparation of financial reporting (donor-funded projects).
- Well-developed training and capacity building skills. Strong computer skills, including advanced proficiency in Excel MS.
- Strong familiarity with accounting software.
- Excellent organizational and administrative skills.
- Strong attention to detail and ability to prioritize and meet deadlines.
- Excellent written & verbal communication skills in English.
- Demonstrated capacity to work effectively in a wide range of cultural and socio-political settings.

Additional Assets

The following are considered strong assets:

- Written & verbal communication skills in French, and / or Spanish.
- CPA credential.
- Professional Project Management Certifications (PMP, Finance DPro, etc.).
- Demonstrated work experience with Global Affairs Canada (GAC) funded projects.
- Familiarity with Sage 50 accounting system.

Working Conditions & Location

- Salary range: \$75,000 - \$85,000 commensurate with experience based on a 5-day work week (35 hours per week)
- Remote
- Determinable contract for up to 5 years
- Periodic Travel to CAM's offices in Montreal and/or Ottawa is required.
- Periodic international travel to the countries where the projects will be implemented, i.e. Malawi and South Sudan are required.

- Monitoring visits will occur once or twice a year and each visit can last up to 4 weeks at a time.
- A valid passport is required.

Applications

We welcome all prospective applicants to submit their applications.

As a reminder, candidates are not required to possess all the qualifications listed above to apply.

All offers of employment are conditional upon signing CAM's Employment & Human Resources Policies including but not limited to CAM's anti-harassment & anti-discrimination, anti-fraud, and protection from sexual exploitation and abuse policies.

Please follow these instructions:

- Send your **CV and a cover letter in one PDF document** and ensure that your first and last names and the text "**Finance & Compliance Specialist**" are included in the file name. Applications without cover letters won't be considered.
- Send your PDF by email with the subject "Finance & Compliance Specialist" to admin@canadianmidwives.org

Deadline for applications is 5 p.m. EST on March 10th, 2025.

The position is urgent, and CAM is looking to move quickly to find the right fit to the team.

Please note that CVs and cover letters will be reviewed on a rolling basis. The first applications we receive will be the first to be considered. If you are interested in this opportunity, please submit your application as soon as possible.

Resumes received will be held confidential, shared with the selection committee only, and be used only for the purposes of selection for this position.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.