

Senior, Finance Manager

Job title: Senior, Finance Manager

Reports to: Director of Operations

Location: This is a hybrid position based out of the Canadian Association of Midwives office in Montréal, Québec, combining in-office and home-based work. We strongly encourage candidates located in or near Montréal to apply; however, we also welcome applications from candidates across Canada who can work remotely.

Employment type: Full-Time (35 hours per week)

Salary range: \$90,000 to \$105,000 CAD depending on skills and experience

Expected Start date: Early June 2026

About CAM

The Canadian Association of Midwives (CAM) is the national organization representing midwives and the profession of midwifery in Canada. CAM provides leadership and advocacy for midwifery as a regulated, publicly funded, and vital part of the primary health care systems. CAM promotes the central role of midwives in sexual, reproductive, and newborn health. Our work is grounded in equity, respectful care, informed choice, self-determination, and reproductive rights. To achieve this, we work in partnership with the National Council of Indigenous Midwives (NCIM), midwifery associations, midwives, and relevant stakeholders. NCIM's mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. Both CAM and NCIM are governed autonomously but share infrastructure and human resources.

Our work is grounded in values of equity, integrity, responsibility, and respect. We offer a positive and inclusive workplace shaped by a feminist, anti-racist and anti-oppression framework. Both organizations (CAM and NCIM) are staffed by a passionate team of individuals dedicated to providing support for midwives and Indigenous midwives and the profession of midwifery across Canada and globally. Each employee contributes to this environment by supporting and respecting other team members and maintaining a positive and professional attitude.

CAM delivers national and complex international programming through a diverse and multi-layered funding portfolio. Core initiatives are mainly funded through contributions from Global Affairs Canada (GAC), the United Nations Population Fund (UNFPA), Health Canada, and Indigenous Services Canada, as well as other federal departments. This is complemented by contributions from private donors and core operational funding derived from CAM's membership base.

Job Summary

The Senior Finance Manager is responsible for ensuring the integrity, accuracy, and reliability of CAM's accounting operations and financial reporting framework. Reporting to the Director of Operations, this role oversees strong internal controls, audit readiness, and compliance with regulatory and funding requirements, while delivering clear financial insights to support organizational decision-making.

Working in close collaboration with program and senior leadership teams, the Senior Finance Manager supports the financial management of grant-funded initiatives, including budgeting, monitoring, and donor reporting. The role also contributes to strengthening internal capacity in financial management and reinforcing effective systems, policies, and accountability practices across the organization.

Key Responsibilities

Financial Operations & Accounting

- Oversee day-to-day financial operations, including accounts payable/receivable, payroll, general ledger, and reconciliations
- Ensure accuracy, completeness, and timeliness of financial records in accordance with Canadian accounting standards for not-for-profit organizations
- Manage cash flow and banking activities, including monitoring liquidity across projects
- Ensure compliance with Canadian and Quebec regulatory requirements (e.g., CRA filings, GST/QST, payroll remittances)
- Coordinate annual audits and support external auditors with required documentation

Budgeting & Financial Monitoring

- Develop, in coordination with CAM's departments, the annual organizational budget
- Oversee forecasting and ongoing financial planning
- Monitor financial performance through regular budget vs. actual (BVA) analysis and variance reporting
- Provide regular financial reports and analysis to support operational decision-making
- Oversee and validate the development of budgets for funding proposals and new initiatives
- Prepare and present periodic financial reports to senior management and the Board/Finance Committee

Grant & Donor Financial Management

- Support in the grants management, including providing information required for proposals and grant modifications, and participating in negotiations
- Ensure full compliance with funding agreements and donor requirements (e.g., Global Affairs Canada, UN agencies, other federal departments)
- Oversee the preparation and approval of financial reports submitted to funders
- Monitor eligible expenditures and ensure proper allocation of restricted and unrestricted funds
- Maintain supporting documentation in line with audit and donor requirements
- Lead and support internal and external audits of donor-funded projects

Program Support & Partner Oversight

- Provide financial guidance to program teams to support budgeting, monitoring, and compliance throughout the project lifecycle
- Ensure partner compliance with funding agreements and organizational policies
- Monitor financial risks, including partner capacity and foreign exchange exposure
- Support capacity building of program staff and partners in financial management and compliance

Systems, Controls & Process Improvement

- Maintain and strengthen internal controls, policies, and financial procedures
- Ensure consistent application of financial processes across programs and departments

- Improve financial systems, tools, and reporting processes to improve efficiency and transparency
- Identify and address financial and operational risks

Team Leadership & HR Management

- Supervise and manage the Finance Team, providing guidance, feedback, and support while assigning tasks and ensuring work is completed as planned.
- In consultation with the Director of Operations, recruit, interview and select well-qualified finance staff.
- Implement the human resources policies, procedures, and practices of the organization.

Qualifications, Skills, and Knowledge Requirements

- University Degree or Diploma in Finance or accounting, or any related fields
- Ideally 7+ years (no less than 5 years) of relevant experience, including at least 3 years in a management role within in a not-for-profit organization and/or grant-funded environment in Canada
- In-depth knowledge of Canadian accounting standards for not-for-profit organizations
- Demonstrated experience with audits and financial reporting requirements
- Strong hands-on accounting expertise, including financial reporting, reconciliations, and internal controls
- Solid understanding of budgeting, forecasting, and financial monitoring
- Proficiency in accounting software and financial systems (e.g., Sage 50)
- Advanced proficiency in Microsoft Office, particularly Excel
- Strong attention to detail and accuracy
- Comfort working in digital, cloud-based and paperless environments
- Strong organizational and time management skills, with the ability to manage multiple priorities
- Ability to work independently while collaborating effectively with cross-functional teams
- Clear and effective communication skills, including the ability to explain financial information to non-finance staff
- Strong problem-solving skills and sound judgment in managing financial issues
- High level of integrity, accountability, and reliability
- Proactive approach with a focus on continuous improvement
- Strong written and verbal communication skills in English are required. Proficiency in French is a strong asset, and bilingual candidates (English and French) are encouraged to apply.

This role requires strong, hands-on accounting expertise and is best suited for candidates with solid experience in full-cycle accounting and financial reporting.

Additional Assets

- Experience working with multiple funding sources and compliance requirements (e.g., government or institutional donors) is an asset
- Professional accounting design (e.g., CPA)
- Knowledge of midwifery and/or sexual and reproductive health and rights in Canada and globally.

- Knowledge of multi-currency environments and foreign exchange considerations
- Experience with financial audits in complex funding environments

Benefit to Working with us

- Employee Health Benefits Program: dental, medical, paramedical, life insurance (certain exceptions may apply) and Employee Assistance Program services
- 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
- RRSP Group Plan
- Travel, learning, and professional development opportunities!

Applications

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. We welcome applications from individuals of all backgrounds and abilities. Should you require an accommodation or adjustment, please indicate this in your application.

All offers of employment are conditional upon the candidate's agreement to comply with the CAM's Employees Handbook and all applicable policies and procedures. Employees are expected to maintain the highest standards of integrity, professionalism, and ethical conduct, and to adhere to CAM's requirements related to workplace respect, safeguarding, and accountability.

Please follow these application instructions:

- Send your CV and cover letter in one PDF document and ensure that your first and last names and the title "**SeniorFinanceManager_Name**" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "**Senior Finance Manager**" to hr@canadianmidwives.org
- Application deadline is Monday April 17, 2026, at 5PM (ET).

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted. CAM anticipates a multi-step selection process, which may include multiple interviews and practical assessment.

Applications will be reviewed upon receipt, and interviews may be conducted on a rolling basis due to the urgent nature of this recruitment.