

Director of Finance

Title: Director of Finance

Location: Montréal, Québec

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. The National Aboriginal Council of Midwives' (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit and Métis communities. Both organizations are governed autonomously but share office space and resources and both are staffed by a passionate team of individuals dedicated to providing support for midwives and the profession of midwifery across Canada and globally.

We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills, experiences and abilities.

Job Summary

The Director of Finance is responsible for overseeing all financial operations and financial planning and for ensuring the compliance of financial procedures and policies throughout the organization. They provide support to the Executive Director and national and global program staff with accurate reporting services, budget development and monitoring and audit preparation. The Director of Finance is expected to directly contribute to the financial management of global projects.

Under the direction of the Executive Director, the Director of Finance maintains all necessary and appropriate records, files and processes to ensure the accurate, transparent and compliant financial operation of the association.

Primary Duties and Responsibilities

Financial Management

- Lead general accounting functions and budget planning exercises and ensure appropriate allocation of financial resources to support strategic objectives.
- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP)
- Ensure financial policies and its related procedures are up to date and respected.
- Strive to continually improve processes to increase operational efficiency.
- Ensure continuity of cashflow and resources for the smooth-running of operational and project activities.
- Communicate relevant financial information to Managers, Treasurer and program staff as required.
- Assist the Executive Director with the preparation of the annual budget.
- Plan and lead annual financial audits ensuring conformity related to audit.
- Provide financial analysis (budget vs actuals) to each department to facilitate understanding of financial data.

- Ensure all reports comply with applicable federal/provincial government regulations, professional and other applicable standards.
- Oversee and approve bi-weekly payroll files, ensure correct and timely preparation of governmental reports.
- Oversee the management of all leases, contracts and other financial commitments.
- Negotiate with banks for lines of credit or other financial services as required and appropriate.
- Assist the Executive Director and the Treasurer with financial reporting as required at Board meetings.

Project Financial Management

- Advise and provide support to program staff around the development of project budgets.
- Participate in the drafting of agreements and monitoring of obligations related to funding agreements and facilitate mitigation plans if necessary.
- Review and approve procurement requests ensuring compliance to project budgets and donor requirements.
- Develop required tools for monitoring of project expenditures and work with program staff to perform forecast and analysis.
- Prepare and review donor financial reports.
- When relevant, conduct field visits to support program staff in the budgetary process.
- Lead the financial capacity strengthening of field partners.
- Train and coach finance staff in the financial management of projects.

HR Management

- In consultation with the Executive Director, recruit, interview and select qualified staff as required.
- Ensure new staff members receive orientation and appropriate training in accordance with organizational standards.
- Implement the human resources policies, procedures and practices of the organization.
- Oversee performance management processes for staff.
- Prepare development plans, when appropriate, for internal, field and partner organization staff and deliver trainings to ensure compliance to CAM and donor policies.
- Manage the employee insurance and benefits plans.

Qualifications, Skills and Knowledge Requirements

- University degree or diploma in accounting or finance.
- Minimum 5 to 7 years recent related experience, 2 years of which are in a management position, ideally with a not-for-profit organization in Canada.
- Solid understanding of all accounting principles and standards, ideally for not-for-profit organizations in Canada.
- Strong computer skills, including expert knowledge of Excel and SAGE 50.
- Knowledge of provincial and federal reporting standards for not-for-profit organizations in the province of Québec.
- Experience managing payroll.
- Excellent organizational skills, strong attention to detail and good communicator.
- Ability to prioritize and meet deadlines.
- Self-motivated and able to work effectively both independently and as part of a team.

Additional Assets

- Communication skills in French, a strong asset.
- CPA credential.
- Knowledge of Desjardins payroll system.
- Knowledge and experience with Treasury Board Guidelines and with Global Affairs Canada and/or Health Canada contracts and contribution agreements is a definite asset.

Working Conditions & Location

- Work done from CAM's head office in Montréal, Québec.
- Permanent position, full-time.

Applications

Please follow these instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and "DirectorFinance" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "Director of Finance Application" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on January 29, 2020.

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