

## JOB POSTING

<b>Job Title:</b>	<b>Manager, Finance</b>
<b>Employment terms:</b>	Regular full-time, 35 hours/week (1.0 FTE), evening and weekend hours can be expected
<b>Salary range:</b>	\$88,600 to \$106,300 per year, (along with extended health benefits and HOOPP pension plan, depending on eligibility)
<b>Expected start date:</b>	As soon as possible
<b>Number of positions:</b>	1
<b>Reporting to:</b>	Director, Finance & Operations
<b>Locations:</b>	Flemingdon Health Centre – 10 Gateway Boulevard
<b>Application deadline:</b>	March 6, 2026
<b>Vacancy Status:</b>	Existing Position
<b>Unionized Position:</b>	No
<b>Application Process:</b>	Qualified applicants are invited to submit their application online using the link below: <a href="http://www.jobillico.com/en/job-offer/flemingdon-health-centre/manager-finance/16913582">www.jobillico.com/en/job-offer/flemingdon-health-centre/manager-finance/16913582</a>
Please include a cover letter and resume in a single file.	

**Background:** Flemingdon Health Centre (FHC) is an engaged and involved member of some of Toronto’s most dynamic neighborhoods; Flemingdon Park, Fairview and Thorncliffe Park. FHC is a registered charity and an incorporated not-for-profit Community Health Centre (CHC), with a vision of Strong Healthy Communities. Across our three sites, we provide a range of health-related services based on the social determinants of health with extensive community engagement.

At FHC, we believe that health is much more than just the absence of disease. Our approach to community health encompasses the social determinants of health which includes: education, employment, isolation, food security and social supports, and utilizes a community development model to promote health, prevent disease, and strengthen community capacity. We value health equity, inclusion, community engagement, accountability & transparency, excellence and collaboration & partnerships.

**Position Summary:** The **Finance Manager** allocates the financial resources of Flemingdon Health Centre, is responsible for budget planning, and will assist the executive management team by providing insights and financial advice that enable them to make the best business decisions to achieve company goals. This role is vital in enabling Flemingdon Health Centre to decide where and when to allocate funds and how much to allocate. Additionally, the Finance Manager is vital in determining the financial position of Flemingdon Health Centre. The Finance Manager should be an excellent problem solver with excellent attention to detail.

### Duties & Responsibilities:

- Responsible for the day-to-day functioning of the finance department, in conjunction with the Director of Finance.
- Provides strategic financial leadership to support to the organization, including senior leadership.
- Compiling, preparing, and interpreting reports, budgets, accounts, financial statements, and commentaries;
- Conducting strategic analysis and assisting in the development of long-term business plans;

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- Conducting research into pricing, competitors, and performance-related factors;
- Managing revenue, cash flow, and expenditure;
- Managing budgets;
- Constructing and administering financial systems/models;
- Conducting business simulations and risk assessments;
- Supervising personnel;
- Liaising with management, financial teams and other coworkers;
- Ensuring compliance with relevant legislation;
- Ensuring appropriate retention of financial records; and
- Manages the work of the Supervisor, Financial Strategy Planning. Provides coaching, guidance, support and supervision.
- Additional related duties as assigned.

### Skills & Qualifications:

- BSc/BA in Accounting, Finance or relevant field; MSc/MBA is an asset.
- CPA is an asset.
- Previous experience with and proficient in the use of MS Office and financial management software.
- Proven experience in finance management, accounting, or a relevant field (3-5 years preferred).
- Proven experience in a leadership or managerial role (3-5 years preferred).
- Working knowledge of financial reporting and data mining tools
- Outstanding leadership skills.
- Excellent verbal and written communication skills.
- Excellent organizational and multitasking skills.
- Comfortable providing ongoing feedback and coaching.
- Ability to collaborate and communicate effectively with senior-level business partners.
- Excellent judgement, analytical, and decision-making abilities.
- Superior ability to synthesize large amounts of complex data into actionable information.
- Vaccines (COVID-19 and others) are a requirement of the job pursuant to the Ontario Human Rights Code.

### Working Conditions & Physical Requirements:

- This role may require extensive periods of time sitting in a chair.
- This role may require extensive periods of time in front of computer/phone screens.
- Incumbent will be expected to work some evening and/or weekend hours based on project demands.

*We encourage applications from individuals who can identify with the diverse communities we serve. We thank all applicants for their interest but regret that only those selected for an interview will receive an acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance. Please note that FHC does not use Artificial Intelligence in their recruitment process. If you believe any job posting is fraudulent, please call our office: Flemingdon Health Centre at 10 Gateway Boulevard in Toronto.*