

JOB POSTING

Job Title:	Manager, Finance
Employment terms:	Regular full-time, 35 hours/week (1.0 FTE), evening and weekend hours can be expected
Salary range:	\$90,815 to \$108,958 per year, (along with extended health benefits and HOOPP pension plan, depending on eligibility)
Expected start date:	As soon as possible
Number of positions:	1
Reporting to:	Director, Finance & Operations
Locations:	Flemingdon Health Centre – 10 Gateway Boulevard
Application deadline:	Open until filled
Vacancy Status:	Existing Position
Unionized Position:	No
Application Process:	Qualified applicants are invited to submit their application online using the link below: www.jobillico.com/en/job-offer/flemingdon-health-centre/manager-finance/17450487
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 oversees the allocation and management of Flemingdon Health Centre's financial resources. The role is responsible for budget planning, monitoring, and forecasting and provides the executive management team with financial analysis and advice to support informed decision-making and the achievement of organizational goals.

This role supports FHC's financial sustainability by assessing the organization's financial position and guiding decisions about where, when, and how resources are allocated. The Finance Manager is a detail-oriented problem solver with strong analytical skills and sound financial judgment.

Duties & Responsibilities:

- Responsible for the day-to-day functioning of the finance department, in conjunction with the Director of Finance.
- Oversee FHC's global operating budget, including ongoing monitoring and forecasting.
- Prepare financial forecasts and projections, identifying risks, opportunities, and strategies to support the organization's financial sustainability.
- Oversee FHC's payroll function, ensuring accurate and timely processing and compliance with applicable legislation and organizational policies.

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- Conducting strategic analysis and assisting in the development of long-term business plans;
- Conducting research into pricing, competitors, and performance-related factors;
- Constructing and administering financial systems/models;
- Supervising personnel;
- Liaising with management, financial teams and other coworkers;
- Prepare financial forecasts and projections, identifying risks, opportunities, and strategies to support the organization's financial sustainability.
- 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.

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.