

## **Partners In Health Canada - Job Description**

**Position Title:** Finance Manager  
**Reports To:** National Director, PIH Canada; Director of Grants Management and Compliance, Partners In Health  
**Location:** Toronto, ON

### **Organizational Profile:**

Partners In Health is a global health organization relentlessly committed to improving the health of the poor and marginalized. PIH partners with local governments to build local capacity and works closely with impoverished communities to deliver high-quality health care, address the root causes of illness, train providers, advance research, and advocate for global policy change. In a world too willing to value one human life over another, PIH stands in solidarity with the destitute, the marginalized and the sick. We pursue a moral mission within a medical context: to provide the best health care to those who need it most. PIH currently has implementation programs in Haiti, Rwanda, Lesotho, Liberia, Malawi, Peru, Mexico, Kazakhstan, Sierra Leone and Navajo Nation.

### **The Opportunity**

Founded in 2011, Partners In Health Canada is at an exciting stage in our development and is seeking a talented and detail-oriented Finance Manager to join our team. The Finance Manager is the primary financial officer responsible for overseeing institutional funding streams to PIH Canada in support of programmatic implementation in PIH countries of operation. This full-time position will work closely with grant management colleagues in the Toronto office and finance colleagues in Boston and at field sites. While the position is based in our Toronto office, the successful candidate will need to travel to Boston for extended periods during job orientation.

### **Responsibilities**

- Perform monthly financial analyses on project expenditures, documenting and monitoring overall performance, analyzing trends, highlighting issues, identifying gaps to ensure efficient and sound project management. Troubleshoot financial aspects of project implementation.
- Communicate with PIH site financial staff to ensure accurate and timely reporting that is in compliance with funder requirements.
- Work closely with PIH Canada and Boston-based colleagues on quarterly financial reports to funders. Manage life-of-project and activity budgets and ensure compliance of program expenditures with approved budgets.
- Provide approval of invoices, POs, and expenses, ensuring consistency, inclusion, and accuracy of costs and that they comply with organizational and funder policies.
- Develop and maintain systems for monitoring program expenditures and budget changes; ensure new grants and budget changes are incorporated into the appropriate PIH program budgets.
- Submit ad-hoc reports as requested by funders, partners or organizational leadership.
- Manage any audit processes with respect to select PIH Canada awards, as needed.
- Communicate and meet with funders as needed on financial or compliance aspects of the projects.

- International travel, as required.
- Additional tasks to be determined related to PIH Canada accounting, financial reporting and annual audit

### **Qualifications**

- Masters-level degree in public administration, business, finance, economics, accounting, or a related field.
- Minimum of five years of experience in financial management of large-scale international development projects. Experience managing Global Affairs Canada grants will be considered a strong asset.
- Advanced Excel skills
- Experience managing financial aspects across multiple countries
- Exemplary interpersonal skills; ability to collaborate effectively with culturally diverse staff across departments and countries.
- Interest in social justice strongly desirable.
- Fluency in French will be considered a strong asset

### **Application Instructions:**

To apply, please send CV and cover letter to [pihcanada@pih.org](mailto:pihcanada@pih.org) with 'Finance Manager' in the subject line, by April 17. Applications without a cover letter will not be considered. We thank all applicants but regret we will be unable to respond to all submissions.

Partners In Health Canada is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other characteristic protected by law.