



Children's Hospital Research Institute of Manitoba
513-715 McDermot Ave., Winnipeg, MB R3E 3P4
(204) 789-3447/ Fax (204) 789-3915

CHRIM Position Description

Position Title: Finance Manager

Position History: New

Position Type: full time

We are looking for an experienced and reliable Financial Manager to join our team. The position will play a key role in analyzing every day financial activities and subsequently providing advice and guidance to COO and CEO/Scientific Director on future financial plans. The goal is to enable the Executive team to make sound business decisions and meet CHRIM'S objectives. This position will require 5 or more years of accounting experience.

The ideal candidate will have his or her CPA designation or equivalent (will consider someone working towards this).

KEY RESPONSIBILITIES

- Prepares the annual budget for CHRIM in conjunction with the COO/CEO and the Finance Committee of the Board.
- Advises on policies and procedures for all financial transactions, and liaises with the appropriate administrative office if necessary.
- Provides advice to the COO on budget development, expense requirements and solutions for balancing the budget.
- Alternate signing authority on all research funds including those held within partner academic institutions.
- Initiates transfers and expenditures for the operating budgets, and research grants
- Continuously monitors the status of the budget for all funds and grants and year-end forecasts to ensure CHRIM remains within budget. Advises the COO of any concerns and proposes solutions to ensure corrective action is taken as early in the process as possible.
- Participates in financial forecasting exercises with our granting partners and assists CHF with maintaining CHRIM's general ledger.

Send resumes to:

The Children's Hospital Research Institute of Manitoba
Attention: Human Resources
513-715 McDermot Ave
Winnipeg, MB R3E 3P4
Email: humanresources@chrим.ca
Fax# (204) 789-3915

Deadline: February 23, 2018

We thank all candidates for applying. Only those selected for an interview will be contacted.