

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting full time opportunity as a **Finance Business Partner (Competition #137.19)** exists in the Finance department, reporting to the Manager, Financial Planning & Analysis. This position is a strategic partner and provides business and financial support in the daily operations of their portfolio of programs. This primarily includes the annual budget preparation, monthly reporting, forecasting, financial analysis, business case analysis and preparation, including ad hoc projects.

## **Summary of Duties, but not limited to:**

- Provides financial and business analysis to portfolio of programs, raising risks and opportunities and working collaboratively to further advance and support the programs to achieve their goals and objectives
- Analyzes monthly financial data, including key statistical indicators, prepare monthly accruals and provide comments and or explanations of performance results
- Provides training and support to program managers or directors with preparing financial budgets including the development and maintenance of staff plans, identifying pressures or opportunities through analysis and consideration of key inputs, while maintaining appropriate back up and audit trail of final budgets
- Meets with budget owners regularly to remain apprised of business operations, strategize to improve program efficiencies, conduct variance analysis and provide meaningful variance explanations to inform management decisions
- Assists with the auditing process by providing supporting documentation and responding to audit queries
- Provides support to the Manager, Financial Analysis & Planning in maintaining the financial budget and BI system (Questica Budgets) as well as carrying-out the annual budgeting process
- Supports external reporting to the Ministry of Health and Long Term Care and other agencies, including the submission of the Hospital and Community Accountability Planning Submission, in addition to other reporting requirements
- Collaborates with program managers in the preparation of business cases, capital requests and the evaluation of service models
- Supports the Director of Finance in the preparation of timely, accurate and meaningful financial reports for presentation to senior management or board committee members to aid in their decision making processes
- Participates in special projects as assigned
- Ensures day-to-day operations are to be completed in accordance with WCH financial policies and procedures, Public Sector Accounting Standards / Generally Accepted Accounting Principles (GAAP) and the Ministry of Health's Management Information System Principles (MIS/OHRS)

As a role model and champion, you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

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## Qualifications/Skills:

- Professional Accounting Designation required (Chartered Professional Accountant)
- Degree in Accounting or related field required, Masters in Business Administration or related field an asset
- Minimum of five (5) years related financial experience
- Strong computer working knowledge, particularly of MS Office applications and knowledge of SAP and Questica would be an asset
- Demonstrate creativity with strong analytical and problem solving skills
- Excellent written and oral communication skills, coupled with excellent interpersonal skills and proven ability to work effectively in a fast-paced environment
- Excellent organizational and time management skills with attention to detail  
Ability to take initiative and embrace challenges
- Ability to work effectively both in a team environment and independently
- Good work and attendance record required
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

**POSTING DATE: May 29, 2019**

Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 1.17)

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*