



FINANCE MANAGER

Job posting

October 2025

Table of contents

The opportunity	3
Responsibilities	4
Our ideal candidate	5
What we offer	7
Application details	9



The opportunity

Building Financial Well-being for All Canadians

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading champion of financial empowerment, we work with government, business, and community partners to develop and promote policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment supports (including effective policy and regulation) are available to all people living on a low income across Canada.

At Prosper Canada, we value being collaborative, human-centred, and forward-thinking. We recognize, accept, and celebrate our differences. We see power in diversity, equity, and inclusion, and believe we can help everyone thrive by being our boldest true selves. Diversity is to our work and to the communities we support in building financial well-being. Our financial empowerment efforts focus on equity-seeking groups including those living on low incomes, Indigenous Peoples, members of racialized communities, and people living with disabilities.

We strive to create a culture where all feel valued, respected, and a true sense of belonging. We seek diverse perspectives that represent the lived experience, needs, and challenges of equity-seeking groups. Join us in supporting and empowering everyone in Canada to prosper

Over the next 4 years, Prosper Canada will be building a national system of free, high-quality, community-delivered, financial help services across Canada that will enable 1 million people with low incomes to build their financial capability and well-being and connect them to **\$2 billion** in additional income. To do this, we need to grow our team, especially our capacity for strong financial analysis and management, to keep our organization and programs sustainable.

Prosper Canada is seeking a **full time Finance Manager** to join our Finance and Administration team. This role will lead financial analysis and reporting, and maintain, improve, and—when needed—develop new financial management processes, procedures, and systems.

As the ideal candidate, you welcome the opportunity to work in a small but vibrant Finance and Administration Team that is critical to the success of our purpose-driven organization. You have keen financial and analytic skills but also enjoy working with colleagues to build their financial management and budget skills and helping to ensure our Executive team and Board of Directors are equipped with the business intelligence they need to ensure a strong and sustainable organization.

You will play a critical role in:

- maintaining an accurate and sustainable financial management system;
- identifying and helping to address financial management issues that could affect the integrity, accuracy and effectiveness of our organizational finances;
- leading teams on financial planning, financial modelling, business case analysis, and program financial reporting;
- collaborating with team and project leaders to support effective management of their budgets;
- building the annual organizational budget; and
- supporting the VP Finance and Administration to produce clear, timely and accurate financial reporting for the Executive Team and Board of Directors

Reporting to: VP Finance and Administration

Direct reports: Possibility of one Senior Officer, Finance

Key relationships:

The Manager, Finance will work in close collaboration with other internal teams to support their effective financial management, including development of funding proposal budgets, and with external stakeholders such as auditors, contractors, and suppliers as needed.



Summary

Financial planning, analysis, and management (50%)

- Contribute to organization's strategic goals with financial planning, financial modelling, business case analysis, and program financial reporting
- Support team and project leaders to effectively develop and manage their budgets
- Facilitate business modeling, sustainability reporting , risk analysis, and financial/business analysis and reporting to guide organizational decision making
- Provide ongoing financial monitoring and forecasts to enable us to achieve financial targets
- Assist Business Development team with development of accurate proposal budgets –e.g., enhancing accuracy of activity costing and pricing, ensuring core overhead costs are captured to greatest extent possible, and reviewing proposal budgets before submission.
- Generate, distribute, and discuss monthly financial reports with internal teams
- Prepare timely funder reports aligned with their requirements
- Manage grantee financial reporting and compliance for *Resilient Futures* project, working closely with our Manager, Grants and our Community Partnerships team

Budget planning and reporting (30%)

- Work with VP Finance and Administration and the other teams to develop realistic annual and multi-year program budgets.
- Prepare monthly analysis of income statement and budget expense reports, interpret significant variances, and recommend corrective action plans
- Monitor program budgets, ensure spend down of funds as per project timelines and prepare timely funder reports
- Support VP Finance and Administration to prepare clear, timely, and accurate financial reports, including regular budget updates for the Executive Team and Board of Directors.

Other (20%)

- Lead annual audit process with support from Senior Officer, Accounting
- Work with Senior Officer, Accounting to complete monthly closing and prepare financial statements
- Manage compliance reporting and handle cashflow management and analysis
- Serve as backup for payroll and benefit administration
- Support review of Purchase of Service contracts and administer/manage office lease and other office-related contractual obligations.

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties when needed.





Guidance for candidates

Candidates must clearly demonstrate how they meet the **essential** criteria to be considered for an interview.

Candidates should highlight **desirable** criteria they possess to gain a competitive edge over other candidates at shortlisting or interview stage.

	Essential criteria The absolute minimum (non-negotiable) qualifications, skills, experience, or knowledge needed to perform the job effectively.	Desirable criteria The preferred nice-to-have attributes like additional certifications or advanced skills that are beneficial, can strengthen an application and give a candidate a competitive edge, but are not critical to performing the core duties of the job.
Skills and Knowledge	• Thorough knowledge of budgeting, financial reporting, and Generally Accepted Accounting Principles (GAAP) • Strong data/business analysis and financial management skills to support decision making • Proficiency with advanced Excel spreadsheet, accounting software system	• Understanding of non-profit finances • Knowledge of requirements, governing financial activities and reporting of non-profits and charities • Basic understanding of Sage accounting software

	Essential criteria The absolute minimum (non-negotiable) qualifications, skills, experience, or knowledge needed to perform the job effectively.	Desirable criteria The preferred nice-to-have attributes like additional certifications or advanced skills that are beneficial, can strengthen an application and give a candidate a competitive edge, but are not critical to performing the core duties of the job.
Skills and Knowledge	• Proficiency with advanced Excel spreadsheet, accounting software system • Solution-oriented, open to new ideas, and committed to continuous improvement and managing change • Adaptable and collaborative team player who can facilitate dialogue and problem-solving in and across teams • Ability to work under pressure and on tight deadlines. • Highly organized, strong attention to detail, and always strives for accuracy • Strong written and verbal communication skills	
Experience	• 10+ years of experience in financial planning and analysis, modelling, risk analysis, budgeting, financial reporting and accounting • Experience developing, implementing, and ensuring compliance with finance and accounting policies, processes, and controls • Minimum 2 years of experience as Manager with experience collaborating with diverse teams	• Experience working in non-profit/charitable organizations
Qualifications	• Bachelor's degree in finance or accounting	• Accounting or financial designation (e.g., CPA, CMA)



What we offer

- Opportunity to work in a mission-driven, values-based environment to make a meaningful impact
- Supportive work policies with a hybrid office environment
- A collaborative work environment with a culture of innovation, including opportunities to participate in cross-team working groups and projects
- Opportunities for learning and professional development

Compensation: The salary range for this position is **\$77,500 - \$85,000**. On successful completion of a 3-month probation period, the successful candidate will also participate in a full suite of employee benefits including:

- Group medical and dental benefits
- Employee Assistance Program
- Employer RRSP contribution and membership in the [Common Good](#) retirement savings plan
- 20 paid vacation days
- 3 paid personal days and 15 paid sick days
- Paid time off when we close the office from Christmas Eve through New Year's Day

Prosper Canada also values and welcomes:

- Applicants from equity-deserving groups, including Black, Indigenous, and other racialized people
- Applicants of all gender expressions and sexual orientations, including queer, trans, and two-spirit people
- Your personal experience of living on a low income, being a newcomer, or living with a disability and the insights and perspectives this would bring to your work
- Your understanding of the concepts of institutional and structural racism and bias and their impact on underserved and under-represented communities
- Your ability to build empathetic relationships with a broad range of people including diverse communities living on low incomes





Application details

If you do not meet all our requirements, but believe your skill set and experience is applicable or transferable, we would love to hear from you.

We encourage candidates from equity-seeking groups to self-identify in their cover letters and to highlight how their lived experiences help them understand the needs and challenges faced by equity-seeking groups. We are committed to making accommodation for all candidates and staff with temporary or permanent disabilities. Applicants who require an accessible format of this job description or accommodation to have a successful interview are encouraged to contact us at hr@prosperscanada.org.

Interviews with candidates may be conducted virtually or in person for candidates in the Greater Toronto Area. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

- **Application deadline:** November 23, 2025. Applications will be reviewed on a rolling basis with interviews tentatively planned for mid-November 2025
- **Start date:** As soon as possible
- **Job location:** 60 St. Clair Avenue E., Toronto ON
- **Travel:** N/A
- **How to apply:** Please email the following documents to hr@prosperscanada.org indicating 'Manager, Finance' in subject line
 - Cover letter
 - Resume