



**Position title:** Senior Finance Business Partner  
**Competition file #:** 2025.09.19-FINBUS  
**Reports to:** President and CEO  
**Job type:** Full-time  
**Vacancy:** Immediate opening  
**Location:** In Person - Providence Village, 1200 Princess St., Kingston, ON  
**Hiring Salary:** \$110,000 to \$130,000  
**Closing date:** Open until filled. Applications will be considered on a rolling basis.

## **The Opportunity: Senior Finance Business Partner**

### **The Role**

Providence Village is restarting recruitment for this vital leadership role. The recent search identified a successful candidate; however, due to a change in circumstances, they were unable to assume the position.

The Village is seeking a future-focused Senior Finance Business Partner to align financial planning and operations to achieve our vision and realize the legacy of the Sisters of Providence of St. Vincent de Paul.

Reporting to the President & CEO, this pivotal role connects strategy with day-to-day execution across two business segments—private long-term care and property management. You'll engage leaders to translate plans into practical budgets and forecasts, strengthen reporting, and support disciplined, data-informed decision-making.

This is a unique opportunity to contribute to a mission-driven organization that makes a meaningful impact on the lives of residents and the broader community. The ideal candidate is a collaborative, detail-oriented professional with a passion for financial stewardship and organizational excellence.

### **About Us**

Providence Village is a not-for-profit charitable organization building a vibrant community hub on a beautiful historic property in Kingston, Ontario. Providence Village supports the retirement living and care of the Sisters in residence while partnering with service providers to meet the health and wellness needs of people living in Kingston, Frontenac, Lennox, and Addington.



### **Why Join Providence Village?**

- Be part of a growing, purpose-driven organization where your work truly matters.
- Join a supportive, collaborative leadership team that values innovation and integrity.

### **Key Responsibilities**

- Align strategy to operations across property management and private long-term care, translating plans into clear, actionable financial roadmaps.
- Lead budgeting, forecasting, and resource allocation; consolidate budgets and KPIs into decision-ready materials for leadership and the Board.
- Strengthen accounting and controls (month-end close, reporting, internal controls); oversee audit, compliance filings, and policy-aligned monitoring of investments and reserve funds.
- Provide portfolio insight by reviewing contracts, rent rolls, operating histories, and asset-management reports; analyze cash flow and financing terms to inform decisions.
- Drive FP&A and long-range planning; build scenario models for business cases and new initiatives, linking daily results to long-term goals.
- Segment analytics: for property, optimize cash flow and support capital/project planning; for long-term care, turn funding, occupancy, and staffing metrics into actionable strategies and benchmarks.
- Lead the Finance function and provide mentorship, direction and support to the Finance Coordinator

### **What You Bring**

- CPA required; post-secondary diploma/degree in Finance/Accounting/Business (MBA an asset). CFA and/or real-estate credentials (e.g., CPM, CCIM) are valued.
- 8+ years across finance, accounting, and FP&A, including financial modelling.
- 2+ years hands-on budgeting, forecasting, variance analysis, and capital planning; proven ability to build business cases for investment or operational improvement.
- Experience in property management/real estate and/or not-for-profit/charitable environments desired.
- Demonstrated knowledge of the not-for-profit sector, including board governance and charitable reporting.
- Experience supporting a volunteer Board of Directors and Finance Committee: providing clear analysis and transparent reporting under the CEO's direction.



- Excellent communication skills, with the ability to present complex financial information to non-financial audiences.
- Proficiency in SAGE 300 (or equivalent software) is desired, along with advanced Excel skills.
- Experience supporting organizational change, business growth, or the implementation of new services.
- A values-driven leadership approach that reflects compassion, integrity, inclusion, stewardship, and collaboration.

### **Working Conditions**

This is a full-time, on-site position based at Providence Village, 1200 Princess Street, Kingston, Ontario. Providence Village includes a private long-term care facility and retirement residence, as well as a community hub where support service agencies lease space or land.

To ensure the health and safety of our residents, all employees must provide an acceptable criminal reference check and vulnerable sector screen and be fully vaccinated in accordance with the Canadian Immunization Guide.

### **Our Mission, Vision, and Values**

#### **Mission**

Providence Village brings together diverse partners who provide support services and compassionate care, creating a community of hope, belonging and wellbeing. We honour the spirit and legacy of the Sisters of Providence of St. Vincent de Paul.

#### **Vision**

To be a welcoming community where people can access integrated care and support services to meet their health and wellness needs.

#### **Values**

1. Compassion: Treating everyone with empathy, dignity, and respect
2. Integrity: Acting with honesty and humility, and prioritizing ethical behaviour
3. Inclusion: Fostering a secure, welcoming environment grounded in diversity, accessibility, and reconciliation
4. Stewardship: Managing resources responsibly for long-term sustainability
5. Collaboration: Working creatively and cooperatively to achieve shared goals.



## **How to apply**

Interested candidates should submit a cover letter and resume (PDF format) to [careers@providencevillage.ca](mailto:careers@providencevillage.ca), indicating the competition file number **2025.09.19-FINBUS**. Applications will be considered on a rolling basis: we will begin interviewing qualified candidates as they apply until the posting closes.

Providence Village is committed to a barrier-free recruitment experience. Please let us know if you require accommodation at any stage. Accommodation is available under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

We celebrate the unique qualities, perspectives, and experiences of each team member. As we grow, Providence Village is committed to cultivating an environment where everyone feels valued, respected, and empowered to contribute their skills and ideas.

We encourage applications from candidates of all backgrounds, identities, and life experiences. We believe that an equitable workplace fosters innovation, collaboration, and success.

## **Our Process**

We are committed to a fair and inclusive hiring process that reflects the values of Providence Village. We encourage applications from individuals with a diverse range of professional and lived experiences and encourage you to apply if you meet most of the requirements outlined in the posting.

Selected applicants will be invited to a 30-minute virtual interview. This initial conversation helps us learn more about your professional experience and explore alignment with our mission and values.

Shortlisted candidates will be invited to an interview with the President & CEO, which will take place in person at Providence Village. A final meeting with other members of the senior leadership team may also be arranged.

We anticipate that in-person interviews will be scheduled between October 6 and 10, with hiring decisions shortly thereafter. An offer of employment is conditional upon the completion of a satisfactory professional reference check, as well as validation of credentials, a criminal reference check, vulnerable sector screen, and confirmation of vaccination status.



Providence Village is committed to ensuring a barrier-free recruitment experience. If you require accommodation at any stage of the hiring process, please let us know when you are contacted for an interview.