



Finance Manager
Center for Health Law & Policy Innovation (CHLPI)
Harvard Law School

Job Summary:

The Finance Manager works closely with the leadership and management team of the Center for Health Law and Policy Innovation (CHLPI) of Harvard Law School to oversee CHLPI's financial needs. Working in a team setting, the Finance Manager is responsible for managing budgeting, tracking, analysis, and reporting on CHLPI's various programs. The Finance Manager will develop a deep understanding of CHLPI's mission and business operations, including financials, budgets, forecasts, and fundraising, and will create financial reports to help leadership and management make sound decisions. This position requires keen attention to detail and deadlines; a proven ability to juggle multiple projects simultaneously in a fast-paced environment with wide-ranging activities; and a commitment to supporting diversity, equity, and inclusion. For more information about the Center for Health Law and Policy Innovation please visit <https://chlpi.org/>

This is a part-time position at 20 hours per week with full benefits and is eligible for remote work within Harvard's remote-work policies. Based on the part-time hours, the salary range for this position is \$42,000 - \$72,114; salary grade 57: <https://hr.harvard.edu/salary-ranges/>.

Job Specific Responsibilities: *As the Finance Manager, you will:*

- Design and oversee CHLPI's budget and manage the implementation of the Center's financial operations across a portfolio of high-volume, diverse, and complicated grants, awards and funds.
- Complete financial planning, analysis, and budget reporting for all CHLPI activities and varied funds, including tracking spending, producing and analyzing budget reports and projections, and presenting this information to leadership on a regular basis.
- Contribute to the strategic planning and analysis of CHLPI's financial needs and demands.
- Work closely with CHLPI colleagues to ensure understanding of and planning for their unique budgets. Serve as a resource to team members in planning for financial success of grant projects, programs, events, etc.
- Collaborate with CHLPI development colleagues to provide budget and finance information for grant proposals, reports, and other donor-related requirements, as well as to ensure alignment between CHLPI's development and finance goals and needs.
- Serve as the liaison with the HLS Finance Office for accounting, budgeting, and finance needs. Build collaborative relationships with other relevant University partners to meet CHLPI's financial needs and complete financial transactions.
- Complete other finance- and budget-related tasks as needed to contribute to the success of the Center and its programs.

Basic Qualifications: Bachelor's degree or equivalent work experience required. Minimum of 5 years' relevant work experience.

EEO Statement: We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

For full position details and to apply visit <https://hr.harvard.edu/search-jobs> and search for Job Requisition #64854BR or through this [direct link to the posting](#).