The Alberta Medical Association Accelerating Change Transformation Team (ACTT) is seeking a qualified respondent to contract out for Finance Support and Contract Management & Reporting.

This contract offer is up to a maximum of 1011 hours at a maximum rate of $89 per hour.

Contractors are invited to submit a Letter of Intent and a summary of relevant experience and qualifications before February 26, 2020 (or until a suitable contractor is found) to: ProjectOffice@albertadoctors.org

The contract period runs April 1, 2020 – March 31, 2021

Program Overview

The AMA ACTT supports physicians and other clinical team members to advance care delivery within their practice environments. This support is completed by developing the right products, tools and resources; building capacity in Primary Care Networks and other groups through training and networks of practice; supporting implementation; and acting as trusted advisor to physician leaders. This includes developing content, building capacity and engaging stakeholders.

ACTT provides support to the PCN Zonal Committees, Primary Care Networks and other physician-led groups to advance:

- Accountable and effective governance
- Patient’s Medical Home
- Health needs of the community and population
- Strong partnerships and transitions of care
- PCN Zonal Priorities
- Health Neighbourhood

The ACTT program works closely with key stakeholders including Primary Care Networks, Alberta Health Services, Alberta College of Family Physicians and Alberta Health.

Summary and Key Deliverables

This is a contracted service providing financial expertise in the management of multiple projects with varying funding sources. The contractor is accountable to an ACTT AMA Director.

Financial Management of One Time Grant Funding

- Tracks and manages financial commitments for all externally funded grant budgets for ACTT
- Allocates salaries as required to one time grants on a monthly basis.
- Provides budget expertise to Project Leads in developing budgets during one time grant proposal stage.
- Identifies financial risks and provides analysis for AMA Director for review.
- Provides guidance and expertise to the Project Leads in the development of templates, approaches and tools related to the financial management of one time grants.
- Develops monthly (or as required) budgetary reports and quarterly projections (with the Project Leads) for one time grants for review with ACTT AMA Directors and Portfolio Leads.
- Supports the development of one-time grant financial management skills and knowledge transfer to ACTT staff.

Grant and Contract Management
- Manages the tracking of expenditure of funds as per one time grant agreements.
- Provides required information to AMA Finance to assist in the preparation of financial reports for funders as required in one time grant agreements.
- Develops and coordinates contracts and Statements of Work/Letters of Understanding for Contractors
- Prepare and track allocation of resources across one time grants.
- Supports the development of grant and contract management skills and knowledge transfer to ACTT staff.

Communications – Provides regular verbal and written updates to ACTT AMA Director.

Required Qualifications

The AMA ACTT is looking for a contractor with necessary experience to be able to effectively execute the above deliverables. Along with your letter of intent, please provide us a summary of your applicable education, designations and experience completing similar projects and/or deliverables.