

Finance Partner

About SickKids

Dedicated exclusively to children and their families, The Hospital for Sick Children (SickKids) is one of the largest and most respected paediatric healthcare centres in the world. As innovators in child health, we lead and partner to improve the health of children through the integration of healthcare, leading-edge research and education. Our reputation would not have been built – nor could it be maintained – without the skills, knowledge and experience of the extraordinary people who come to work here every day. SickKids is committed to ongoing learning and development, and features a caring and supportive work environment that combines exceptionally high standards of practice.

When you join SickKids, you become part of our community. We share a commitment and determination to fulfill our vision of *Healthier Children. A Better World.*

Don't miss out on the opportunity to work alongside the world's best in paediatric healthcare

Position Description

The **Finance Partner** position in Research Awards and Financial Services will report to the Grants Management Office Manager or Controller and will be part of a team responsible for approximately \$172 million in annual grant revenues. The successful candidate will build working relationships with World Renowned Principal Investigators and Scientists and manage their financial grant portfolio as their main point of contact for post-award grant operations and will perform grant related post-award functions which include financial planning, budgeting, forecasting, compliance and expense analysis, and financial reporting.

Here's What You'll Get To Do:

- Build working relationships with World Renowned Principal Investigators and Scientists and manage their financial grant portfolio as their main point of contact for post-award grant operations. Portfolio will include up to 50 Principal Investigators and Scientists with up to 300 grant projects.
- Performs financial planning, budgeting, compliance, documentation, expense analysis, financial reporting, reconciliations, monitoring and associated communications with granting agencies for their assigned portfolio.
- Summarize and assess financial forecasting to compare to research budget allocated for operational funding.
- Constantly review assigned portfolio to assess the status of ongoing grants and the burn rate of the grants to evaluate funding requirements and potential deficiencies.
- Communicate and report potential funding deficiencies in a timely manner to the Principal Investigators and Scientists, Research Institute and Senior Management.
- Required to collaborate with HR, Legal, Grants Management Office, Principal Investigators, Core Facilities, and Lab Animal Services to implement any required cost cutting measures including staffing levels.
- Prepare grant closeout functions required by the Grants Management Office and external agencies including reconciliations, financial status reports, final invoices, zeroing out budgets, and final reporting.
- Review general ledger transactions and grant contracts for compliance with related accounting, SickKids and agency regulations.
- Prepare accurate and complete journal entries and supporting documentation to audit standard and review journal entries prepared by administrators for the same.
- Supports the Research Institute in education and training of Principal Investigators and administrators by assessing needs and resolving issues of the Principal Investigator related to grant accounts and analysis and support for grants.
- Will be responsible for a specialized area of expertise within the Grants Management Office.
- Plan and conduct initiatives and relevant training with a team of Finance Partners.
- Present recommendations for procedural and work-flow efficiencies in the Grants Management Office.
- Other related duties as assigned

Here's What You'll Need:

- Bachelor's Degree in Accounting, Finance or Business Administration.
- Completion of a Canadian recognized accounting designation (CPA via CA, CMA or CGA stream).
- Minimum 3 years accounting experience preferably with grant management or non-profit experience.
- Strong interpersonal skills and ability to interface with Principal Investigators, granting agencies, external auditors and all levels within the Research Institute.
- Must be self-motivated, proactive, and have demonstrated excellence in organizing and prioritizing workflow in a fast paced and high volume environment.
- Excellent verbal and written communication skills.

- Highly computer literate with advanced knowledge of MS Excel and MS Office Suite.
- Strong analytical skills, knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grant administration issues.
- Knowledge of Canadian GAAP, accounting, bookkeeping, laws, regulations, agency policies and guidelines, other requirements that affect grant program administrators.
- Ability to design, analyze, and prepare financial reports.
- Ability to monitor expenditures and maintain data.
- Knowledge of agency policies and regulations, other requirements that affect grant program administrators

Employment Type: Permanent, Full Time

Our Commitment to Diversity

SickKids is strongly committed to diversity within its community and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups and others who may contribute to diversity within our organization.

If requested, SickKids is proud to make available accommodations to support applicants with disabilities during the interview and assessment process. Information received relating to accommodation will be addressed confidentially. SickKids is also committed to providing services in both official languages and our preference is to hire employees who are fluent in both English and French whenever possible.

Thank you for your interest in joining SickKids. Only those applicants selected for an interview will be contacted. In accordance with our Hospital policy, employment at SickKids is conditional upon the Hospital's receipt of all necessary documentation.

How to Apply

<https://www.sickkids.ca/CareersVolunteering/index.html> - Finance Partner (10400)

Tip: Combine your cover letter and resume into ONE document as you cannot upload multiple documents as part of your application.

If you are still experiencing technical difficulties please email ask.hr@sickkids.ca to send us a short description of the issues you are experiencing. Please note that we will not accept resumes sent to this inbox but we are happy to respond to requests for technical assistance.