

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting full-time opportunity as a **Financial Analyst, Research Grants (Competition #19.19)** exists in the Finance, reporting to the Research Business Manager, supporting the Women's College Research Institute. This position will support approximately 200 projects valued at over \$10 million and will primarily be responsible for the financial accounting, processing, analysis, monitoring, and reporting of these projects.

Summary of Duties, but not limited to:

- Timely and accurate accounting of research activity in accordance with Canadian public sector accounting standards for government not-for-profit organizations
- Provide prompt and effective customer service to the Primary Investigator and research team to support their ability to manage their research projects
- Prepare financial reports and maintain financial accountability, through adherence to WCH policies and to the financial conditions imposed by the funding agencies
- Maintain financial record of project expenses, ensuring validity, authorization, available funding and supporting documentation is maintained in accordance with the funding agency and WCH policies
- Monitor project expenditures against budget, ensuring appropriate matching of funds in accordance with the agreement's terms of reference
- Review financials and prepare forecasts to assess risk of deficits, liaising with Primary Investigator to develop preventative measures and responses
- Review and validate appropriate documentation to support cost centers creation and closure
- Generate invoices and manage accounts receivable
- Support financial budget preparation, ensuring appropriate costing is developed
- Support external grant audits, through the preparation of audit working papers and liaising with the audit team to ensure audit requests are met

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- University degree in Accounting, Commerce or equivalent
- Minimum of two (2) years related financial experience
- Professional Accounting Designation (Chartered Professional Accountant), an asset
- Strong working knowledge of systems, particularly of SAP and MS Office applications including excel and ability to use pivots and organize large data sets
- Demonstrate creativity with strong analytical and problem solving skills
- Excellent written and oral communication skills, ability to communicate financial information to non-finance stakeholders
- Excellent organizational and time management skills with attention to detail
- Good work and attendance record required

EMPLOYMENT OPPORTUNITY

- Ability to take initiative and embrace challenges
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: January 22, 2019

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.19)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.