

Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.

JOB OPPORTUNITY

FINANCIAL MONITORING OFFICER

Reporting to the Senior Financial Monitoring Officer, performs oversight activities relating to the use and accountability of Canada Foundation for Innovation (CFI) funds by recipient institutions.

Key Activities

The incumbent may be asked to perform any or all of the activities described below. Activities may change from year to year depending on priorities.

Oversight activities related to CFI-funded projects and awards

- Plans, coordinates and conducts monitoring visits at recipient institutions (to review key policies, practices, processes and controls in place at institutions for the management of CFI awards). This includes chairing meetings during the visits and presenting the findings.
- Plans, coordinates and conducts in-house contribution audits.
- Prepares files for contribution audits conducted by external auditors and assists in coordinating these audits.
- Conducts timely follow-up activities on past monitoring visits and contribution audits performed by the CFI or external auditors.
- Reviews fair market value assessments of CFI-funded items involving significant in-kind contributions and assists in coordinating the appraisal of these items when required.
- Assists in the review of the cost allocation methodology for CFI-funded construction that is part of a larger undertaking.
- Assists in the calculation, review and monitoring of annual payments made to the institutions from the Infrastructure Operating Fund.
- Performs analyses to identify risk areas requiring additional oversight activities.
- Assists in the review of financial reports submitted by recipient institutions.

Other activities

- Updates forms and other information posted on the corporate website when required.
- Contributes to the CFI's communication efforts by providing input and participating in information sessions for institutions and other organizations.
- Assists in the preparation of documents for Board meetings.
- Performs special project assignments as required and assists with miscellaneous finance activities.
- Participates in internal working groups on various topics as required.

Skills and Knowledge

- University degree required; relevant experience may also be considered
- Excellent verbal and writing skills
- Excellent presentation skills
- Fluency in both official languages is an asset
- Strong analytical skills and ease in working with numerical data
- Attention to detail
- Proficiency in Microsoft Excel
- Strong time management and organizational skills
- Ability to work well with a small, dynamic and highly motivated team
- Initiative and tact
- Knowledge of auditing and accounting theories and principles as well as the principles of risk management is an asset
- Previous relevant experience in research grants administration is an asset

Requirements

This position requires travelling within Canada (usually a few times per year for two to three days at a time).

Salary

Salary will be commensurate with qualifications and experience.

NOTE:

For immediate staffing. We will review applications as they are received. Please send your cv and letter of interest to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation,
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 5E4
hr@innovation.ca

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles, and respects Ontario's Accessibility Standard for Customer Service policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

Visit our [website](#) for more information about the CFI.
