

# INNOVATION

Canada Foundation  
for Innovation

Fondation canadienne  
pour l'innovation

*With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.*

## Job opportunity

### SENIOR FINANCIAL ANALYST

- **Number of opportunities:** One permanent full time
- **Existing or anticipatory:** Revised existing permanent position
- **Expected starting salary:** Level 4: \$88,700 - \$104,000
- **Work location:** Hybrid work: minimum two days per week at the CFI offices
- **Closing date:** January 21, 2026

#### Position summary

Reporting to the Associate Director of Financial Data and Awards, the incumbent will review payments to institutions, awards finalizations and updates to cash flow forecasts, and play a key role in the improvement and development of the Canada Foundation for Innovation (CFI) Awards Management System (CAMS). The incumbent will also perform data analysis and respond to internal and external data requests.

#### Responsibilities

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.

#### Cash flow forecasting

- Prepare or review cash flow forecasts and awards commitment schedules using various forecasting techniques and analyses (e.g., trend analysis, development of appropriate assumptions, etc.)
- Ensure hypotheses are sound and updated as necessary
- Regularly monitor the actual cash outflows against forecast for each of the six funding and contributions agreements with the Government of Canada
- Assist in identifying issues or risks encountered in achieving the disbursement targets
- Prepare the quarterly financial reporting to be submitted to the Government of Canada.

## **Awards administration**

- Lead the awards finalization process as well as the weekly and quarterly institutional payments process
- Review the weekly and quarterly institutional payment information and awards agreements
- Follow-up on and process payments for previously held instalments in a timely manner
- Determine revisions required for future instalments and communicate these revisions to institutions
- Participate in activities related to projects funded under the Major Science Initiative and coordinate with the Programs and Planning unit to meet critical timelines.

## **CFI Awards Management System (CAMS)**

- Play a key role in the improvement and development of CAMS through design, testing and implementation
- Troubleshoot and provide support to recipient institutions with respect to CFI online forms (e.g., awards finalization, financial reports and amendment requests).

## **Data analysis**

- Inform the work of other Finance team members with complex analysis of financial data
- Use business intelligence tools such as Cognos to extract the data from the CFI information systems
- Act as a key resource for authoring Cognos reports to support the information needs and the work of the entire Finance team
- Undertake various ad hoc analyses in response to organizational needs including internal and external data requests.

## **Data integrity**

- Ensure the integrity of the payment and awards information in CAMS through reconciliations with other sources (e.g., Excel schedules, accounting system, etc.)
- Ensure the integrity of awards finalization and financial report information in CAMS via exception reports, reconciliations and data verifications
- Correct identified issues on a timely basis.

## **Other**

- Assist in the development and improvement of Microsoft Dynamics processes (e.g., awards finalization, financial reporting) and related instructions
- Support the annual Infrastructure Operating Fund payment analysis, communicate results to institutions and perform related follow-up (when required)

- Support the annual financial trend analysis, which is the primary institutional level oversight tool for the CFI (when required)
- Review fair market value assessments of items involving significant in-kind contributions (when required)
- Assist in the preparation of documents for Board meetings, annual reports and corporate plans
- Respond to external information requests involving financial information (e.g., Statistics Canada, confirmation to auditors of recipient institutions)
- Assist in CFI monthly and year end financial reporting, particularly in relation to institutional payments and awards
- Assist with accounting functions (e.g., posting journal entries, month-end financial statements packages) a minimum of two times per year
- Undertake special projects, as required.

### **Skills and knowledge**

- University degree in commerce, accounting, finance or similar field and a minimum of three years experience in related fields
- Excellent English and French verbal, reading and writing skills (bilingual imperative position)
- Excellent ability to critically think through, analyze and interpret complex financial data, identify issues and formulate recommendations
- Advanced Microsoft Excel skills
- Experience or aptitude working with business intelligence tools and databases (e.g., reporting, analysis, etc.).
- Ability to adapt to an ever-changing environment
- Ability to manage competing priorities and demands
- Strong attention to detail
- Team player with excellent interpersonal and collaboration skills.

### **Assets**

- Experience working with Cognos and Microsoft Dynamics
- Knowledge of the CFI environment
- Experience in awards administration.

### **Total Compensation:**

The CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan, four weeks of paid vacation leave as well as personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

**The CFI does not use any AI tools at any time in the screening of applicants.**

**Please send your CV and a covering letter by end of day on Wednesday January 21, 2026 to:**

Eric Desjardins  
Director of Human Resources  
Canada Foundation for Innovation  
55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 6L5  
[hr@innovation.ca](mailto:hr@innovation.ca)

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible 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. Please let us know in advance if you require an accommodation to participate in the hiring process.

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 our workplace.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit [Innovation.ca](http://Innovation.ca) and our ["Careers" page](#) for more information about the CFI.