

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

FINANCIAL ANALYST

- **Number of opportunities:** One permanent full time
- **Existing or anticipatory:** Existing permanent position
- **Expected starting salary:** Level 3: \$74,000 - \$86,950
- **Work location:** Hybrid work: minimum two days per week at the CFI offices
- **Closing date:** October 12, 2026

Position summary

Reporting to the Associate Director of Financial Data and Awards, the incumbent prepares weekly and quarterly institutional payments, maintains financial data in the CFI Awards Management System (CAMS), and establishes and maintains the cash flow forecasts. The incumbent also supports the Senior Financial Analyst in responding to internal and external data requests, performing data analysis and improving CAMS.

Responsibilities

The incumbent may be asked to perform any or all of the activities described below.

Cash flow forecasting

- Establish, maintain and update cash flow forecasts and award commitment schedules using various forecasting techniques and analyses (e.g., trend analysis, development of appropriate assumptions, etc.)
- Work closely with the Senior Financial Analyst in updating forecasting hypotheses when necessary
- Support monitoring of actual cash outflows against forecasts for each of the funding and contribution agreements with the Government of Canada
- Assist the Senior Financial Analyst in preparing quarterly financial reporting to be submitted to the Government of Canada

Awards administration

- Maintain awards and payments information via Microsoft Excel and in CAMS, including data entry of weekly payment information, revisions to future instalments, entry of awards approvals and entry of subsequent changes to contributions

- Participate in timely follow-up and processing of payments related to previously held instalments
- Review financial reports submitted by institutions

Data analysis

- Assist in complex analysis of financial data to inform the work of this position or the Finance team, making use of business intelligence tools such as Cognos to extract the data from CFI information systems
- Author Cognos reports to support the information needs and work of the entire Finance team
- Undertake various ad hoc analyses in response to organizational needs including internal and external data requests

Data integrity

- Maintain the integrity of the payment and award information in CAMS, which is critical and involves various reconciliations with other sources (e.g., Excel schedules, accounting system, etc.)
- Correct data integrity issues that have been raised for award finalization and financial information in CAMS on a timely basis

CFI Awards Management System (CAMS)

- Assist 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., award finalization, financial reports, amendment requests)

Other

- Assist in maintaining the documentation of Microsoft Dynamics processes (e.g., award finalization, financial reporting)
- Assist in the annual Infrastructure Operating Fund payment analysis, communicate results to institutions and perform related follow-up activities
- Assist in the annual Financial Trend Analysis, which is the CFI's primary institution-level oversight tool
- Assist in the preparation of documents for Board meetings, annual reports and corporate plans
- Respond to external financial information requests (e.g., Statistics Canada, confirmation to auditors of recipient institutions)
- Undertake special projects as required

Skills and knowledge

- University degree in commerce, accounting, finance or similar field

- Excellent English and French verbal, reading and writing skills (bilingual imperative position)
- Advanced skills in data mining and financial analysis
- Advanced Microsoft Excel skills
- Strong attention to detail and time management skills
- Ability to adapt to an ever-changing environment
- Experience or aptitude working with business intelligence tools and databases (e.g., reporting, analysis, etc.)
- 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 October 12, 2026 to:

Diane Larabie
Manager of Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
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 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](https://www.innovation.ca) and our ["Careers" page](#) for more information about the CFI.