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 MONITORING OFFICER

- **Number of opportunities:** one permanent full-time position
- **Existing or anticipatory:** existing permanent position
- **Expected starting salary:** level 4: $89,800 - $105,500 **commensurate with qualifications and experience and in adherence with internal compensation practices*
- **Work location:** Hybrid work: minimum two days per week at the CFI offices
- **Closing date:** November 1, 2026

Position summary

Reporting to the Associate Director of Financial Monitoring, the incumbent leads financial monitoring activities relating to the use and accountability of Canada Foundation for Innovation (CFI) funds by recipient institutions. The incumbent also provides support to the Associate Director of Financial Monitoring.

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.

Financial monitoring and oversight of CFI awards

- Lead financial monitoring activities (e.g., contribution audits, appraisals, analyses and reviews of various types, including reviews of fair market value assessment for items involving significant in-kind contributions and cost allocation for CFI-funded construction that is part of a larger undertaking), including:
    - Establishing activity schedules in consultation with the Associate Director of Financial Monitoring and coordinating with internal and external partners
    - Supervising/conducting activities (coordinating, planning and executing)
    - Providing support, guidance and assistance to the Financial Monitoring Officer and external resources
    - Reviewing activity files (working papers), findings and reports on results
    - Presenting findings to internal and external partners
    - Ensuring timely performance of activities (including follow-up activities), including timely resolution of issues that may impact established timelines.
- Lead calculation and analysis of annual payments to institutions from the Infrastructure Operating Fund,

and lead follow-up activities
- Lead the annual financial trend analysis, which is the primary institutional level oversight tool for the CFI, and lead follow-up activities
- Lead analysis to identify risk areas requiring additional oversight activities, in consultation with the Associate Director of Financial Monitoring
- Provide support to the Associate Director of Financial Monitoring in establishing monitoring activities and oversight strategies.

Other

- Provide guidance on the interpretation and application complexities relating to the CFI Policy and Program Guide (PPG)
- Participate in the update of the PPG and corporate website content
- Provide ad hoc support to the Associate Director of Financial Monitoring (e.g., content management)
- Lead and/or participate in special projects and internal working groups
- Conduct presentations to internal and external partners
- Prepare documents for Board meetings, annual reports, and corporate plans
- Participate in the development and improvement of Microsoft Dynamics processes (e.g., in-kind contributions).

Skills and knowledge

- University degree in commerce, accounting, finance or similar field and a minimum of three years experience in related fields
- Knowledge of auditing, accounting and risk management theories and principles
- Excellent English and French verbal, reading and writing skills (bilingual imperative position)
- Good presentation skills
- Excellent ability to critically think through, analyze and interpret complex financial data, identify issues and formulate recommendations
- Advanced Microsoft Excel skills
- Ability to adapt to an ever-changing environment
- Ability to manage competing priorities and demands
- Strong attention to detail
- Strong 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
- Accounting designation.

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 Sunday November 1, 2026 to:

Diane Larabie
Manager of Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

The results of this competition may be used to staff similar temporary or permanent positions for a period of six months following the completion of the staffing process.

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 and our "Careers" page for more information about the CFI.