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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

Director, Finance

Reporting to the Vice-President, Finance and Corporate Services, the incumbent oversees all functional areas of the Finance team. The incumbent provides a leadership role in corporate financial reporting, budgeting and monitoring, and the performance of oversight activities related to CFI awards. The incumbent also engages with senior management and other teams at the CFI; provides guidance on various aspects of grant management; and leads the Finance team. The Director ensures the financial practices and oversight framework related to CFI awards meet the highest standards.

Key activities:

Corporate finance

- Oversee corporate financial reporting function, including monthly financial statements, annual audited financial statements and budgeting process.
- Ensure integrity of the payment and award information in CFI's awards management system and effective use and analysis of this information.
- Oversee general accounting functions for investments, capital assets, payroll, institutional payments and payments to suppliers, among other elements.
- Oversee review, evaluation and monitoring of financial processes and controls.
- Assess impact of new accounting guidelines or other environmental changes on the CFI accounting and financial reporting processes.
- Oversee processing of weekly and quarterly institutional payments, preparation of award agreements and award finalization process.
- Oversee establishment of cashflow forecasts and award commitment schedules.
- Liaise with external consultants, as necessary.

Management and oversight of CFI awards

- Oversee planning of the CFI's oversight framework related to awards to ensure soundness, high standards and overall accountability.

Director, Finance

- Oversee all aspects of oversight activities using a risk-based approach, including monitoring visits at recipient institutions, focus on key activities in various stages of an award and key functions involved in the administration of CFI awards.
- Oversees the institutional financial report review process.

Engaging with senior management and other teams at the CFI

- Provide expert advice to the senior management team and contribute to discussions on key issues facing the organization.
- Collaborate with other CFI teams and contribute to corporate working groups.

Supervision

- Lead and motivate team members; mentor and assess their performance; and assist them, as needed.

Other

- Maintain relationships with key members of the CFI stakeholder community.
- Provide expert advice to evaluators, auditors, government officials and others seeking information about the CFI.
- Oversee improvements and developments of various aspects of CFI's administration systems, including the CFI awards management system and Microsoft Dynamics.
- Identify and document effective practices undertaken by institutions related to CFI awards and ensure they are communicated.

Skills and knowledge

The incumbent shall have:

- Chartered Professional Accountant designation, and a minimum of 10 years of experience in relevant fields.
- Excellent French and English verbal and writing skills.
- Excellent communication and presentation skills.
- Extensive experience in the oversight of grants and contributions programs, risk-based management, and the review and testing of processes and controls.
- Advanced knowledge of financial and risk management, governance and operational excellence
- Strong analytical skills to perform meaningful financial analysis and to properly interpret financial data.
- Excellent knowledge of information systems.
- Experience in managing teams and establishing good relationships/interacting with senior representatives from different types of organizations.
- Initiative and tact.

Director, Finance

- Ability to work well with a dynamic and highly motivated team.
- Knowledge of the environment in which the CFI operates would be an asset.

Physical demands

This is a headquarters based function. The work requires some traveling for conducting presentations to various organizations, and occasionally at institutions for financial review visits of higher risk. Travel is within Canada.

Salary

Salary will be commensurate with qualifications and experience.

Please send your CV and a covering letter by end of day on Tuesday, August 27, 2019 to:

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

The full version of the job profile is available upon request.

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 language and employment equity principles, and respects Ontario's Accessibility Standard for Customer Service policy.

Visit our website, Innovation.ca, for more information about the CFI.