

Job Details

Job Title Financial Assistant, Lawson

Job ID 59416

Location Other

Full/Part Time Full-Time

Regular/Temporary Regular

Favorite Job 

Posting Period

Open: December 13, 2017

Deadline: January 12, 2018

Non-Union

Department Name

Lawson Health Research Institute

Different terms and conditions of employment may apply to externally funded positions.

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

The Finance Team at Lawson Health Research Institute (Lawson) is responsible for the ongoing management of research grants and contracts awarded to Lawson researchers, working closely with researchers, administrative staff, and funding sponsors to ensure adherence to guidelines and policies.

Reporting to the Manager, Research Finance, the Financial Assistant, Lawson provides accounting support by way of financial account review and analysis, responds to inquiries from researchers and administrative staff, and other duties as required.

Rate of Pay: To Commensurate with experience

Hours of Work: 37.5 hours per week

Qualifications

- Successful completion of a four (4) year undergraduate honours degree in Business or Accounting, or equivalent
- Working towards a Chartered Professional Accountant (CPA) designation
- Minimum three (3) years of recent, related experience demonstrating a high standard of performance and work quality
- Demonstrated knowledge of Microsoft Office applications, PeopleSoft and nVision programs
- Demonstrated knowledge of Generally Accepted Accounting principles, specifically Not-for-Profit principles
- Ability to synthesize innovative approaches to data analysis, interpretation and communication
- Demonstrated ability to work with colleagues in a collaborative approach
- Demonstrated excellence in quantitative and qualitative analysis and evaluation
- Ability to effectively communicate with all levels of staff
- Self-motivated and action-oriented; an adept team player and who can work independently when required
- Well-developed interpersonal skills to establish and maintain effective working relationships
- Customer focused and responsive to the specific and unique needs of each working situation
- Strong ability to be flexible, adaptable, and to manage change
- Ability to manage multiple priorities effectively while dealing with stress in a manner that promotes a positive and professional work environment
- Demonstrated knowledge of and commitment to the principles of patient and family centred care
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

Applicants moving forward in the competitive recruitment process will have reference checks conducted and will be required to complete testing.

Successful candidates, as a condition of job offer, would be required to provide a satisfactory police information check (original document) completed in the last 3 months.