

Job Details

Job Title Financial Assistant, Lawson Research

Job ID 62832

Location Other

Full/Part Time Full-Time

Regular/Temporary Regular

Favorite Job ☆

Posting Period

Open: September 12, 2018

Deadline: September 26, 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 Finance Assistant provides support to Lawson's Finance Team and the broader hospital based research community.

This role is responsible for:

- Maintenance and analysis of research accounts
- Monitoring of capital assets
- Monitoring of bank account balances
- Responding to inquiries from researchers and administrative staff
- Other duties as assigned

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
- Minimum one (1) years of recent, related experience demonstrating a high standard of performance and work quality
- Demonstrated knowledge of Microsoft Office applications is required, knowledge of PeopleSoft and nVision programs is an asset
- Demonstrated ability to work with others in a collaborative approach
- Self-motivated and action-oriented; a team player and who can work independently when required
- Well-developed interpersonal and communication skills to establish and maintain effective working relationships with all levels of the organization
- Customer focused and responsive to the specific and unique needs of each working situation
- Strong ability to be flexible and adaptable as priorities change daily
- Ability to manage multiple priorities and troubleshoot effectively while maintaining 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.