

Lawson, Financial Assistant

Job ID 69671 Location Baseline Rd. E. Full/Part Time Full-Time Regular/Temporary Regular

Posting Period

Open: February 20, 2020

Deadline: March 4, 2020

Non-Union

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre (LHSC) and St. Joseph's Health Care London (St. Joseph's), and works in partnership with Western University. This alliance and pooling of knowledge and resources enables Lawson to retain and develop the expertise, equipment, and infrastructure that is crucial for innovation. With 7 hospital sites across London, over 250,000 square feet of dedicated research space, over \$125 million in annual research income, more than 500 new clinical trials each year, and more than 2,400 principal investigators, support staff, volunteers, students and fellows, Lawson has a proud history and is a dynamic, fast-paced environment.

Reporting to the Manager, Research Finance, the Financial Assistant provides support to Lawson's Finance Team and the broader hospital based research community. This role is primarily responsible for maintenance and analysis of research accounts, general ledger reconciliations and CRA tax remittances. The incumbent will also be responsible for monitoring triage emails and responding to inquiries from research and administrative staff, and other duties as required.

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.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Qualifications

- Successful completion of an Accounting or Finance related College Diploma
- 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

Immunization Requirements:

- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox), Hepatitis B, Tetanus/ Diphtheria/Polio; Meningitis.
- Provide documentation of the Tuberculosis skin testing (two step)

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with

disabilities, and LGBTQ2+ persons. We are committed to providing persons with disabilities equal opportunities and standards of goods and services, and are also fully compliant with the Accessibility for Ontarians with Disabilities Act (2005), as applicable.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. 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.