

Posting Period

Open: September 7, 2019

Deadline: October 6, 2019

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

Department Name Lawson Health Research Institute

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.

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 Analyst is responsible for ensuring accurate and timely recording, monitoring and reporting of research grants and contracts, and supports the preparation of Lawson's internal financial statements and reporting. In addition, the position responds to internal and external financial inquiries related to research grant accounts and Lawson operational accounts.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Qualifications

- Successful completion of an Undergraduate degree in Business, Finance or Accounting preferred
- Chartered Professional Accountant – CPA (CGA, CMA) designation or working towards designation
- Minimum two (2) years of recent, related experience demonstrating a high standard of performance and work quality
- Advanced computer skills with Microsoft Excel, Word, Powerpoint, Outlook, and Internet
- Advanced proficiency with PeopleSoft General Ledger (including journal entry processing, review of financial information, General Ledger reports, and reporting tools)
- Demonstrated proficiency with nVision and Infor HRCM (billing system)
- Demonstrated advanced accounting knowledge
- Advanced communication skills (both verbal and written)
- Demonstrated strong time management skills and advanced ability to manage multiple priorities
- Demonstrated advanced problem-solving and decision-making skills
- Demonstrated ability to working independently, as well as effectively as a team member
- Advanced accuracy, thoroughness, and attention to detail
- Demonstrated strong ability to take initiative and to adapt to change
- Demonstrated knowledge of and commitment to the principles of patient and family centered 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)

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. 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.