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JOB POSTING

Position: Finance Co-op Student (Spring / Fall 2023)
Site: MaRS Discovery Tower
Department: Finance - Grand Challenges Canada
Status: Temporary Full-time (8 Months)
Pay: \$23.15/hourly

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, Grand Challenges Canada funds innovators in low- and middle-income countries and Canada. The bold ideas Grand Challenges Canada supports integrate science and technology, social and business innovation – known as Integrated Innovation®.

One of the largest impact-first investors in Canada, Grand Challenges Canada has supported a pipeline of over 1300 innovations in more than 106 countries. Grand Challenges Canada estimates that these innovations have the potential to save up to 1.78 million lives and improve up to 64 million lives by 2030.

As a Finance Co-op student, you are an adaptable, proactive individual with a strong willingness to learn and enjoy working in a fast-paced environment. The responsibilities of the Co-op student are to assist the Finance Team in providing financial services to the Finance Programs, Compliance and Corporate Finance sub-teams at Grand Challenges Canada.

The Finance Co-op student will perform a range of professional and detailed activities, which requires accounting knowledge and fundamental application of accounting theories, principles, and practices. Key responsibilities include:

- Assist with spot-check audits on innovator projects to ensure compliance with funder requirements
- Prepare compliance reports and presentations ensuring they are clear, concise, and well organized
- Ensure proper execution of compliance/audit procedures and adequate documentation for findings with the guidance of other senior staff
- Assist with the annual corporate audits, preparing working papers
- Assist with compilation of financial reports submitted by innovators
- Present recommendations for procedural and work-flow efficiencies
- Other related duties as assigned

Qualifications

- Working towards an undergraduate degree in Business Administration, Commerce, Accounting or Finance or equivalent program, minimum 3rd year completed
- Experience with Microsoft Office, specifically Excel
- Knowledge of accounting practices, procedures, and generally accepted accounting principles

Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.

Term

- Temporary full – time (May 1 to December 29, 2022)

Application process

- Please send your resume and cover letter
- Applicants must be eligible to work in Canada

If you are interested in making your contribution at UHN, please apply on-line. You will be asked to copy and paste as well as attach your resume and covering letter. You will also be required to complete some initial screening questions.

POSTED DATE: January 30, 2023

CLOSING DATE: until filled

Kathryn Emanuel, Staffing Advisor, Human Resources RFE 2nd Floor - Posting #

For current UHN employees, only those who have successfully completed their probationary period, have a good employee record along with satisfactory attendance in accordance with UHN's attendance management program, and possess all the required experience and qualifications should apply.

University Health Network thanks all applicants, however, only those selected for an interview will be contacted.

UHN is a respectful, caring, and inclusive workplace. We are committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the Bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

