



Grand Challenges Canada®
Grands Défis Canada

2021 Finance Co-op Student

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, and with a feminist investment approach, Grand Challenges Canada has supported a pipeline of over 1000 innovations in more than 80 countries. Grand Challenges Canada estimates that these innovations have the potential to save up to 1 million lives and improve up to 28 million lives by 2030.

This placement is from January 2021 to August 2021.

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:

- Process financial payments, reconciling Accounts Payable and Accounts Receivable
- Monitor and reconcile bank accounts and cash flow
- Answer inquiries from internal staff and external partners and vendors
- 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 preparation of quarterly financial memos for the Audit and Finance Committee and Board of Directors
- Assist with the annual corporate audits, preparing working papers
- Assist in preparation of tax and HST tax forms

- Assist with review 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
- Excellent organizational and time management skills
- Excellent interpersonal and customer service skills
- Excellent verbal and written communications skills
- Meticulous attention to detail
- Ability to work independently and within a team
- Ability to work well under pressure and use good judgment in assessing difficult situations
- Ability to maintain confidentiality