



Finance Co-op Student

Site: MaRS Discovery Tower (Temporarily Remote)

Department: Finance - Grand Challenges Canada

Term: Temporary Full-time (8 Months – 12 months)

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.

This placement is from September 1, 2022 to August 2023 (8 -12 months).

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
- 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