

Job title:	Finance Assistant
Departments:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Position status:	This is an ongoing, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding
Term:	The initial term of this role is expected to be at least 2 years in duration and renewable, should grant funding continue to be available
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS/CTN welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

Job Summary

The Finance Assistant will use their experience and sound judgement to support and guide CHÉOS & CTN's financial administration. The incumbent will support the Finance Manager with day-to-day financial operations such as accounts receivable, accounts payable, and reconciliations. Financial operations total approximately \$14 million (\$9 million in operating, research, and development funds at the Centre and \$5 million allocated annually to the Network) with the finance team managing 80 to 100 individual accounts/grants.

This position works closely with CHÉOS/CTN staff including physicians, epidemiologists, research nurses, research coordinators and assistants, data managers, biostatisticians, graduate students, and fellows. They will

also interact with teams at Providence Health Care (PHC), Providence Research (PR), St. Paul's Hospital Foundation (SPHF), Health Shared Services BC (HSSBC), and the University of British Columbia (UBC) Faculty of Medicine.

Located at St. Paul's Hospital, CHÉOS is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health economics, data management, and grant facilitation for both health outcomes research and clinical trials. The Centre consists of over 75 faculty members and 130-150 staff and research personnel.

The CTN is an innovative partnership of clinical investigators, physicians, nurses, people living with HIV/AIDS, pharmaceutical manufacturers, and others that facilitate HIV clinical trials of the highest scientific and ethical standards. Established in 1990 as a cornerstone of the federal AIDS Strategy, the CTN is funded by the Canadian Institutes of Health Research (CIHR), and jointly sponsored by the University of British Columbia (UBC) and St. Paul's Hospital (Providence Health Care) in Vancouver.

Work Performed

- Engage in all aspects of AR/AP.
- Prepare cheque requisitions for supplier invoices and employee expense claims being submitted to PHC and PR, and facilitate signatures for invoice approvals.
- Submit supplier invoices, expense claims, and payment invoices to UBC Workday, as appropriate.
- Reconcile monthly ledgers and trust statements to create journal vouchers for adjustments, if needed.
- Monitor outstanding invoices and follow-up as necessary.
- Prepare, review, and verify invoices as well as other financial documents such as travel claims/vouchers/credit card purchases, personal reimbursements, and petty cash claims for accuracy and completeness.
- Prepare month-end and year-end paperwork; coordinate with internal and external auditors as required.
- Assist with preparation of financial statements (proactively and ad-hoc) for reporting and decision-making purposes.
- Within the context of Generally Acceptable Accounting Principles (GAAP), utilize decision-making skills to ensure effective workflow within the department.
- Contribute to the refinement of internal data tracking processes, ensuring a central and efficient system is utilized.
- Provide support by identifying process improvement opportunities and maintaining process documents for financial activities.
- Work with team members to refine the electronic file storage system to ensure efficient workflow; support the transition of a paper-based system to an electronic-based system for the team.
- Ensure all financial documents are properly organised and archived for audit compliance, including data entry as required in relevant accounting software.
- Provide financial support and advice to CHÉOS investigators as requested.
- Develop and maintain positive working relationships with finance personnel at key stakeholder organizations (e.g. PHC, PR, UBC, SPHF).
- Cross-train and provide coverage for other finance team members as needed.
- Other related duties as required.

Supervision Received

Reports to the Finance Manager.

Supervision Given

This position does not include supervision of other staff.

Consequence of Error/Judgement

Work is expected to be performed with a high level of accuracy. Errors in judgment or procedures could result in serious financial or relationship issues for the Centre/Network. Failure to provide support, adequate planning, or reporting would undermine CHÉOS/CTN's ability to achieve its objectives and would seriously interfere with decision-making and budgetary allocations. Inaccurate projections and forecasts could cause the organizations to make costly decisions regarding levels of investigator and staff resources, projects, and other supports. Errors could result in concerns regarding the liability, credibility, and integrity of the organizations and may result in additional financial burden. Maintaining confidentiality is of high importance.

Working Conditions

The position will be working at CHÉOS located in St. Paul's Hospital and will be provided with appropriate workspace. Some flexibility for remote work arrangements (in line with PHC policy) may be provided. Travel to meetings and conferences may be required from time to time.

Qualifications

Undergraduate degree in a relevant discipline and an accounting diploma. A minimum of three years related experience in a financial role with similar scope and accountability or the equivalent combination of education and experience. Previous experience working in an academic or research setting (particularly at UBC or Providence Research), as well as knowledge of grant management and familiarity with granting agencies and their guidelines and policies, preferred. Additional qualifications include:

- Experience in financial administration, thorough knowledge of accounting, audit, budgeting principles and practices, financial planning, and general business practices.
- Knowledge and experience in working with Generally Accepted Accounting Principles (GAAP) and the capacity to apply them in an appropriate manner.
- Demonstrated ability to be proactive, take initiative, and work under pressure of critical deadlines.
- Ability to exercise a high level of tact and discretion, project a positive image, and be diplomatic in stressful situations while maintaining confidentiality.
- Strong problem-solving skills and creativity.
- Ability to communicate effectively and confidently, verbally and in writing.
- Excellent interpersonal skills.
- Exceptional attention to detail with demonstrated analytical skills and ability to identify key information and issues, and bring effective resolution.
- Ability to work within multiple platforms and learn new software programs; strong MS Office skills and advanced Excel skills.
- Demonstrated ability to work well independently and within a team.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.