

November 26, 2019

Financial Analyst

The Organization

Founded 20 years ago, Brain Canada is a dynamic charitable foundation with the vision of understanding the brain, in health and in illness, in order to improve lives and achieve societal impact. The organization designs, develops and funds research programs across Canada; to date Brain Canada has invested about \$250 million in 300 projects involving more than 1,000 researchers and clinicians.

Brain Canada raises funds from a range of donors and partners, and stewards the Canada Brain Research Fund, a partnership through which Health Canada is providing matching funds totalling \$120 million; an additional \$40 million was committed in the 2019 federal budget.

Brain Canada promotes a “One Brain, One Community” approach that views the brain as a single interconnected system and fosters a stronger, more networked brain community across Canada. For more information, see braincanada.ca

Position Summary

Reporting to the Chief Finance and Strategy Officer, the Financial Analyst is responsible for collecting, monitoring and analyzing financial data to support the organization’s operations and decision making. In addition, the Financial Analyst will work in collaboration with the finance team to produce timely and accurate budgeting, forecasting and financial reporting.

Responsibilities and duties

- Collects, monitors and analyzes financial data to support the organization’s operations and decision making:
 - Creates reports, graphs, and charts of financial data;
 - Identifies opportunities to improve business processes and decision using data analytics;
- Works with the finance team to produce timely and accurate budgeting, forecasting, and financial reporting, including:
 - Assists with the preparation of the audit file and provides support for audit requests;
 - Ensures the accurate financial management of research programs and grant payments;
 - Assists with government reporting;
 - Assists with the development and implementation of new accounting standards;



- Prepares regular cash flow analysis;
- Supports the relationship with donors and partners by ensuring timely reporting;
- Reviews research project financial reports to inform when to issue the next instalment.
- Maintains familiarity with the work of the finance team members in order to fill gaps temporarily if needed, including accounting functions.
- Other duties as assigned.

Qualifications

- Bachelor's Degree in Accounting with a minimum of 5 years' experience in accounting;
- Accounting designation, CPA;
- Advanced Knowledge of Excel and Microsoft Suite;
- Knowledge of Canadian accounting principles and practices;
- Knowledge of CRA regulations for non-profits an asset;
- Big 5 consultancy experience is a plus.

Key Skills and Attitudes

- Positive attitude and highly motivated team player;
- Diligent with excellent attention to detail;
- Strong analytical and data gathering skills;
- Excellent organizational and problem-solving skills;
- Excellent written and verbal communications skills; bilingual verbal and English writing skills to produce quality reports for internal and external use;
- Ability to effectively manage multiple tasks of varying complexities, meet tight deadlines, and work well under pressure;
- Flexible and adaptable to changing priorities;
- Available to work outside normal office hours if needed.

Location

The office of Brain Canada is located in Montreal, Quebec.

Brain Canada is an equal opportunity employer that offers a dynamic work environment and attractive compensation and benefits. To apply for an open position, please send your cover letter and resume to careers@braincanada.ca. We thank you for your interest in joining our team. That being said, only those selected for an interview will be contacted.

Candidates are encouraged to apply promptly as they will be considered on a rolling basis until the position is filled.