



**Genome**Canada

## **Director, Finance**

Genome Canada is a not-for-profit organization, funded by the Government of Canada, that acts as a catalyst for developing and applying genomics and genomic-based technologies to create economic and social benefits for Canadians. We connect ideas and people across public and private sectors to find new uses for genomics, invest in large-scale science and technology to fuel innovation, and translate discoveries into solutions across key sectors of national importance. Key sectors include health, agriculture and agri-food, forestry, fisheries and aquaculture, the environment, energy and mining.

We currently have an opening for a full-time **Director, Finance** to join our team. Reporting to the Vice President of Corporate Services & CFO, the Director, Finance will primarily be responsible for budgeting, financial monitoring, financial reporting, audit and corporate services for Genome Canada. This position plays a key role in the development and implementation of financial policies, processes and procedures while adhering to funding agreements between Genome Canada and the Government of Canada.

Primary responsibilities include the financial aspects of research programs, Finance Department oversight and internal controls, financial statements, investments, cash management, Board Audit & Investment Committee lead, key financial reporting and other corporate services duties, such as external reporting and insurance. The Director, Finance requires effective collaboration with senior stakeholders across the organization and at the Genome Centres.

### **Key Responsibilities**

- Provide regular reporting and analysis, including key metrics and ad hoc financial analysis
- Manage the quarterly draw exercise with the Genome Centres, maintain audit trails, data quality and document due diligence procedures
- Arrange cash flow transactions between financial institutions to ensure enough funds are available while maximizing earnings in investment accounts
- Ensure compliance to policies and processes and accuracy in funding and financial reporting
- Identify areas of risk in project budgets, expenditures, co-funding and financial management and proactively implement solutions
- Participate in committees as a finance expert to improving project management and monitoring
- Provide financial guidance to programs staff in support of project management responsibilities including the interpretation of funding guidelines and launching competitions
- Conduct on-site monitoring visits of the Genome Centres to ensure internal controls and reporting systems are in place while reviewing their effectiveness and identifying process improvements
- Maintain the integrity of the funding database through effective data management, tracking, control, and overall performance

- Lead in the consultation with programs staff and Genome Centres on the design, development, testing and implementation of new reports and functionality features on both the live and the public database
- Lead in the preparation of financial schedules and review financial data of project submissions
- Work with senior management in the development of the annual budget
- Review and approve invoices, claims, financial statements and lead the year-end audit process
- Participate in the Investment and Audit Committee including providing documentation, presenting financial statements, preparation of quarterly and ad hoc reports
- Coordinate meetings with the Genome Canada and Centres Financial Leads (F7)
- Provide reporting requirements to Statistics Canada, including the Federal Science Expenditures and Personnel Report
- Remain current with best practices, legislative changes and industry standards, identifying trends and areas for improvement
- Other related responsibilities as required

### **Qualifications & Experience**

- Post-secondary education in a related field such as Finance or Accounting
- Professional accounting designation
- Minimum of 7 years of post-designation experience in a relevant senior financial management role
- Experience with the management of public funds, the implementation and compliance to financial policies, and the appropriate controls and reporting principles for public accountability
- Excellent computer skills, hands-on experience with Excel and financial software
- Knowledge of good corporate governance and business practices, including corporate conduct and business ethics
- Experience guiding senior management on project finance and management initiatives
- Strong interpersonal and communication skills to establish collaborative working relationships
- Strong business acumen and sound judgment
- Ability to work independently and within a team, strong organizational skills, and ability to manage critical deadlines
- Uses discretion when dealing with confidential matters
- Demonstrates professionalism, maturity, tact and diplomacy
- Fluency in English is required and in French preferred

### **Application Process**

To apply, forward your covering letter and resume (as one document) with the subject heading “Director, Finance” in the subject line to [HR@genomecanada.ca](mailto:HR@genomecanada.ca). Please entitle your resume attachment with your first and last name.



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Individual accommodations due to a disability are available upon request for candidates taking part in all aspects of the selection process.

All qualified applicants will receive consideration for employment without regard to age, race, religion, ethnicity, gender, disability, citizenship status, marital status, actual or perceived sexual orientation.

Genome Canada is committed to creating an inclusive environment and building a team that represents a variety of backgrounds, perspectives, and skills. We value diversity and recognize that experience comes in many forms and skills are transferable. Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, apply!