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CPN-PREV Job Posting | Financial and Administrative Lead

The Financial and Administrative Lead plays a critical role in providing financial management and administrative support for CPN-PREV at Université du Québec à Montréal (UQAM). The Financial and Administrative Lead reports to the Director of the CPN-PREV and works closely with all the team members to ensure effective financial and HR management while coordinating with various UQAM administrative departments.

Tasks:

1. **Financial Management:** Support the development of budget proposals and monitor project budgets, track expenditures, and ensure compliance with funding agency regulations and institutional policies.
2. **Budget Preparation:** Assist in preparing grant budgets, including personnel costs, equipment purchases, travel expenses, and other project-related expenses.
3. **Financial Reporting:** Prepare accurate and timely financial reports for grants-funded projects, including budget-to-actual analysis, variance explanations, and forecasts.
4. **Compliance:** Ensure that financial transactions and reporting adhere to funding agency guidelines, institutional policies, and accounting standards.
5. **Record Keeping:** Maintain complete and accurate financial and HR records for grants-funded projects, including receipts, invoices, personnel files, and other documentation.

Qualifications:

- A Bachelor's degree in finance, accounting, business administration, human resources, or a related field and/or more than 5 years of extensive experience in a similar position preferably in a research or academic setting.
- Strong understanding of financial principles, budgeting processes, and accounting practices.
- Strong communication skills with the ability to interact effectively with diverse stakeholders, including faculty, staff, students, and external partners.
- Detail-oriented with a high level of accuracy and integrity in financial and HR record keeping.
- Very good knowledge of Excel software, especially pivot tables.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Mastery of French is required.

The position is a part-time non-permanent position (14 hrs/week)

Salary: According to the standards in effect at UQAM.

Deadline for application submission : June 15, 2024

Submit your application: cpnprev@uqam.ca