



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Manager, Research Finance Administration

Job ID	369033-1-5664	
Web Address	https://careers.indigenous.link/viewjob?jobname=369033-1-5664	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-09-21	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter.

About the Faculty of Community Services

The nine Schools within the Faculty of Community Services offer professional programs that prepare individuals for addressing the health and social care needs of multiple population groups. Our programs are designed to encourage students to be creative and critical thinkers and effective problem solvers, who can transcend disciplinary boundaries to find lasting solutions to social issues. We prepare our students to navigate an increasingly globalized workplace, characterized by the integration of diverse peoples, cultures, technologies, economies and political processes. We work with multiple accreditation bodies to deliver the highest quality of learning and we promote innovation in practice and research. To learn more about the Faculty of Community Services, visit <https://www.torontomu.ca/fcs/> or through our social channels: @fscstorontomet on Twitter and FCStorontomet on Instagram.

The Opportunity

The Manager, Research Finance Administration cultivates an environment that supports research success by overseeing the administration of research finance for the Faculty of Community Services (FCS). The Manager provides support to Principal Investigators (PIs) through workshops, project management planning, and proposal and budget development. The Manager develops projects and supports project development, by identifying partners and facilitating research success including collaborative cross-faculty projects. The Manager works closely with the Associate Dean, Scholarly, Research & Creative Activity (SRC), and the Director, Strategic SRC, Partnerships and Special Projects, to develop relationships and networks of researchers, partners, and external stakeholders to support research. The Manager also works in close collaboration with the FCS Research and Grant Specialist, Financial Services, HR and OVPRI. This position reports directly to the Director, Strategic SRC, Partnerships and Special Projects and directly supervises the Research Accounts Support Officers (RASOs) and the Research Finance Assistant. Responsibilities:

- Oversees the administration of research finance for FCS.
- Manages, coordinates and facilitates all FCS internal grants.
- Provides guidance to staff in the reconciliation of budgets, tracking Principal Investigator overhead funds, matching funds and course releases.
- Oversees controlling and accounting for expenditures related to research accounts across FCS and ensures research finance accuracy.
- Leads internal audits and ensures internal controls are in place.
- Supports Principal Investigators with project management plans, the development of research budgets, and management of research staff.
- Supports the development of research grants/contracts.
- Develops projects, supports project development and co-ordinates cross-department research programs.
- Performs outreach and engages stakeholders and potential partners, develops appropriate partnerships and collaborations to facilitate the overall research success of FCS.
- Human resources administration including providing team leadership, supervising daily activities, and overseeing performance and development of staff.
- Performs other related duties of a comparable level/type as required.
- May be required to work beyond work hours to meet deadlines and attend events, etc.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Successful completion of a post-secondary degree in business administration or a research-related focus.
- Minimum of 5 years of related experience in an academic research environment.
- Minimum of 2 years' experience working with budgeting and reporting in support of research accounts management. Experience supervising staff in a unionized environment is required.
- An equivalent combination of education and experience may be considered.
- Strong leadership and people management skills, with the ability to build and motivate teams, and inspire members to innovate.
- Strong understanding of granting council programs and regulations.
- Strong verbal and written communication skills.

- Demonstrated strong ability and knowledge in research methodologies and strategies.
- Knowledge of various information systems, including MS Office and Google Suite.
- Excellent organizational and time management skills to prioritize, multitask and meet deadlines.
- Superior decision making and analytical reasoning skills and sound judgment.
- Strong interpersonal and relationship management skills.
- Proficiency and knowledge of various information systems; and MS Office and Google Workspace.

Additional Information

Position Number(s) 20002547
 Reports To Director, Strategic SRC, Partnerships and Special Projects
 Vacancy Type FTCE
 Employee Group MAC
 Start Date ASAP
 End Date Not Applicable
 Hours of Work 36.25
 Grade C51
 Salary Scale \$74,376 - \$118,808
 Hiring Range \$95,000 - \$105,000
 Application Close Date October 11, 2022

Qualified MAC employees will be interviewed before members of other employee groups. Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis. As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Manager, Research Finance Administration