



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: 2024/04/25

Grant / Finance Officer – Research Office / Conseiller.ère, Gestion Des Subventions

Job ID D6-26-97-03-31-69

Web Address

<https://careers.indigenous.link/viewjob?jobname=D6-26-97-03-31-69>

Company Bishop's University

Location Sherbrooke, Quebec

Date Posted From: 2021-05-05 To: 2021-11-01

Job Type: Full-time Category: Office

Job Salary \$24.29 To \$31.69 Per Hour / \$24.29 Ã \$31.69 De Lâ€™heure

Languages Bilingual (English And French)/ Bilingue (Anglais Et FranÃ§ais)

Description

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishopâ€™s University is seeking a Grant/Finance Officer for a regular full-time position in the Research department. Reporting to the Director of Research and Graduate Studies, the incumbent will provide pre- and post-award administrative/financial support to professors who have research funding and will ensure compliance with the Universityâ€™s and funding agenciesâ€™ financial administration policies and procedures. They will also assist the Director in monitoring of the Office of Research and Graduate Studies financial resources. The incumbent will work closely with the Office of the Vice-Principal Academic and Research, the Business Office staff, researchers, and funding agencies. This position has a work week of 32.5 hours from Monday to Friday with occasional evenings and weekends required.

Nature of Duties & Responsibilities:

- Provide assistance and guidance to faculty members in the writing and preparation of grant applications;
- Prepare institutional grant applications and reports for external funding agencies;
- Support professors in ensuring the proper management of research grants (pre- and post-award);
- Correspond and network, in coordination with the Director and Vice-Principal, with appropriate government agencies or representatives, granting councils, universities, and other public or private sector partners;
- Provide Pre-and Post-award administration (maternity leaves, eligibility of expenses, ongoing eligibility, deferred instalments, transfers of funds to or from other institutions, etc.);
- Support researchers in monitoring and managing research accounts (opening, closing, internal transfers, releases of funds, etc.);
- Provide Office of Research and Graduate Studies accounting (invoices and reimbursements) and budget monitoring to assist Director in their strategic development of research and graduate studies;

- Data entry / maintenance of databases;
- Perform additional similar / related task as required.

Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

L'UniversitÃ© Bishop's recherche un Conseiller.Ã©re, Gestion des subventions pour un poste rÃ©gulier Ã temps plein dans le dÃ©partement de la Recherche. Se rapportant au Directeur du bureau de la recherche et des Ã©tudes supÃ©rieurs, le titulaire offrira du soutien administratif et financier prÃ© et post-octroi aux professeurs bÃ©nÃ©ficiant de fonds de recherche tout en s'assurant que les politiques et les procÃ©dures de gestion financiÃ¨re de l'UniversitÃ© et des agences subventionnaires soient respectÃ©es. Le titulaire sera Ã©galement responsable du support du Directeur dans le suivi des ressources financiÃ¨res du bureau de la recherche et des Ã©tudes supÃ©rieurs. Le titulaire travaillera de prÃ©s avec le Vice-Principal AcadÃ©mique, le personnel du Service de la recherche et du Service des finances, avec les chercheurs et avec les agences subventionnaires. La semaine de travail est de 32.5 heures, du lundi au vendredi avec des soirÃ©es et fins de semaine occasionnellement.

Nature des tÃ¢ches:

- Supporter et conseiller le corps professoral dans la rÃ©daction et la prÃ©paration des demandes de subventions;
- PrÃ©parer les demandes de subvention institutionnelle et les rapports pour les agences de financement externes;
- Supporter le corps professoral en assurant la bonne gestion des subventions de recherche (avant et aprÃ¨s l'attribution);
- Ã©changer et rÃ©seauter, en collaboration avec le Directeur et le Vice-Principal, avec les agences et reprÃ©sentants gouvernementaux concernÃ©s, les conseils subventionnaires, les universitÃ©s et d'autres partenaires du secteur public ou privÃ©;
- Effectuer la gestion prÃ© et post-octroi des fonds de recherche (congÃ©s de maternitÃ©, admissibilitÃ© des dÃ©penses, confirmation de l'admissibilitÃ©, report de versements, transferts de fonds entre Ã©tablissements, etc.);
- Supporter les chercheurs dans le suivi et la gestion des comptes de recherche (ouverture, fermeture, transferts internes, ouverture partielle d'un compte, etc.);
- Effectuer la comptabilitÃ© (factures, remboursements) et le suivi budgÃ©taire afin de supporter le Directeur dans le dÃ©veloppement stratÃ©gique de la recherche et des Ã©tudes supÃ©rieures;
- Effectuer de la saisie de donnÃ©es et de la gestion de bases de donnÃ©es;
- Effectuer toutes autres tÃ¢ches connexes au besoin.

Experience

- 1-3 years of relevant experience in research and or research administration;
- Experience with research an asset- as a student, as a research assistant, etc.

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- 1 Ã 3 ans d'expÃ©rience pertinente en recherche et/ou administration de la recherche;
 - ExpÃ©rience en recherche Ã titre d'Ã©tudiant, d'assistant de recherche, est un atout.

Education Requirements

Bachelor's degree / BaccalaurÃ©at

Essential Skills

- Experience with research an asset- as a student, as a research assistant, etc.
- Proficient with the Microsoft Office suite, especially Word and Excel (advanced)
- Excellent verbal and written communication skills in both English and French;
- Ability to interact professionally and effectively with all constituencies of the University community, as well as with external contacts;
- Ability to work independently and as a part of a team;
- Attention to detail.

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- Maîtrise de la suite Microsoft Office, notamment Word et Excel (avancée);
 - Excellentes compétences en communication verbale et écrite en anglais et en français;
 - Capacité à interagir de manière professionnelle et efficace avec tous les membres de la communauté universitaire ainsi qu'avec des contacts externes;
 - Capacité à travailler de façon autonome et en équipe;
 - Souci du détail.

Other

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and welcomes applicants who are committed to upholding the values of equity, diversity, and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons with disabilities, women and LGBTQ2+.

L'Université Bishop's applique un programme d'accès égal à l'emploi issu de la Loi sur l'accès égal à l'emploi des organismes publics et accueille les candidats qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by May 16th, 2021 before 4:00 pm to careers@ubishops.ca

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@bishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez ici le 16 mai 2021, 16 :00 à careers@ubishops.ca
Tel que prévu à la Convention Collective, priorité sera accordée à un candidat interne

qualifi  . Veuillez noter que seules les personnes retenues pour une entrevue seront contact  es, et que des tests de s  lection peuvent   tre administr  s ; merci pour lâ€™int  r  t manifest  . Dans le processus de recrutement, nous fournissons un soutien aux personnes handicap  es afin de r  pondre aux besoins en pr  venant et en   liminant les obstacles    lâ€™accessibilit  . Si vous n  cessitez de mesures d  adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@bishops.ca