



The Terry Fox Research Institute
L'Institut de recherche Terry Fox

EMPLOYMENT OPPORTUNITY

Research Finance Co-ordinator

The Terry Fox Research Institute (TFRI) is inspired by Canadian icon Terry Fox's dream of finding cures for cancer through research, and to give hope to cancer patients. The Institute is the research arm of The Terry Fox Foundation that continues to raise money for cancer research through its national and school runs and other events.

The Institute supports and manages research through a highly collaborative, team-oriented approach that enables cutting-edge discoveries to be translated into practical solutions for cancer patients. TFRI operates as a virtual national Institute in partnership with over 70 cancer hospitals, research institutes and universities across Canada.

We are looking for an enthusiastic and dedicated individual in the full-time role of **Research Finance Co-ordinator** to join our small headquarters team in Vancouver supporting the Institute's Canada-wide programs. The successful candidate will enjoy working with a diverse group of research administrators and partners, to administer the finances and financial reporting in accordance with the Institute's policies, that support the research operations of TFRI and its partners.

Key responsibilities include: administering payment processes, managing the Institute's online Financial Reporting System, and liaison with, and training of the Institute's partners in our financial reporting processes.

Key Qualifications:

- Expertise in financial transaction functions and analysis of financial information
- A minimum of 3 years' experience in a funding agency/university/healthcare environment
- Excellent communication skills, both verbally and in writing
- Proficiency with spreadsheets, word-processing and online financial databases, and
- A self-starter with good judgment, with team member skills, and an eye for detail.

Please submit your resume and a cover letter to to hr@tfri.ca by **Friday, October 21, 2016**.

Location:

Terry Fox Research Institute
675 West 10th Avenue
Vancouver, BC V5Z 1L3
Tel: 604-675-8222

www.tfri.ca