Financial and Accounting Analyst
National Cybersecurity Consortium (NCC)
Employment Opportunity

The National Cybersecurity Consortium (NCC) is a pan-Canadian network that supports advancing the Canadian cybersecurity ecosystem through research and development, commercialization, and training by driving collaboration among universities; private industry; not-for-profit organizations; provincial, territorial, and municipal governments; and other key cybersecurity stakeholders.

WHAT WE OFFER

Full-Time | Remote

Standard Work Hours:
Mon - Fri | 8:30 am - 5:00 pm anywhere in Canada. Applicants must reside in Canada full-time | 36.25 hours per week.

Salary Range:
$82,500 - $92,500, depending on experience and qualifications

The NCC is committed to ensuring employees can maintain a healthy work-life balance. As such, we’re proud to support flexible hours and work-from-home options.

YOUR FOCUS

Reporting to the Director of Finance, the Financial and Accounting Analyst is accountable for performing a range of accounting and finance duties to support the NCC’s internal operations and granting activities.

Specific accountabilities include:

Financial Analysis

- Support financial planning and forecasting by gathering financial data, organizing information, analyzing historical results, and developing models to make forecasts and projections related to planned and actual financials.
- Conduct financial analysis to support budgeting, forecasting, and financial planning. Prepare financial models, analyze financial data, and provide insights to aid in strategic decision-making.
- Monitor and assess the financial performance of the NCC’s operations and projects to provide recommendations to improve efficiency and profitability.
- Support the annual budgeting process. Track actual performance against budgets, identify variances and provide recommendations to ensure budget compliance.

Granting Activities

- Review and analyze project budgets to ensure adherence to financial guidelines and overall project objectives.
- Review project-related claims and verify expenses to ensure compliance with project budgets and funding requirements.
- Communicate with project stakeholders, including Ultimate recipients (URs), to gather and verify project documentation and resolve any financial queries.
- Assist in preparing financial reports and presentations related to project performance and financial analysis.
General Accounting and Reporting

- Handle accounts payable (AP) activities, including processing invoices, verifying payment accuracy, and ensuring timely payments to vendors.
- Handle accounts receivable (AR) activities, including invoicing, monitoring outstanding balances and following-up on collections.
- Perform bank and account reconciliations to ensure accuracy and completeness of financial transactions and maintain accurate and up-to-date financial records.
- Provide support to prepare monthly financial reports and audit requirements.
- Prepare various preliminary financial reports and presentations for management, stakeholders, and external parties.

The position may be required to perform additional duties as assigned by the Director of Finance.

WHAT YOU BRING

- An Undergraduate-level degree and completion of CPA Core Module and currently enrolled in Elective Module.
- 3-4 years of experience as a financial or accounting analyst or similar role, with a strong understanding of finance and accounting principles, concepts, and practices.
- Bilingual (French/ English) is an asset.
- Proficiency in financial modeling and data analysis tools (Excel).
- Excellent analytical skills and the ability to interpret complex financial data to draw meaningful conclusions.
- Attention to detail and accuracy to ensure all analysis and reports are error-free.
- Exceptional communication skills to liaise with grant recipients on project-related financial matters.
- Demonstrated ability to work collaboratively in a team-oriented environment.

Closing date for applications, October 9, 2023

To apply, please send your resume and cover letter to lidya.farag@ncc-cnc.ca

The National Cybersecurity Consortium (NCC) is committed to employment equity and fostering diversity within our organization, and developing an inclusive workplace that reflects the richness of the broader community that we serve. NCC welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

We thank all applicants for their interest, but only those selected for an interview will be contacted.