

## Job Description



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<b>Job Title:</b>	Director, Management Reporting & Budgets
<b>Department:</b>	Finance
<b>Reports To:</b>	Chief Financial Officer
<b>Jobs Reporting:</b>	Management Reporting and Budget Analyst
<b>Salary Grade:</b>	USG 17
<b>Effective Date:</b>	May 2023

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### **Primary Purpose**

The Director, Management Reporting & Budgets provides financial leadership and advice and oversees and implements processes and controls that are critical in ensuring that the University maintains a prudent financial position. The Director, Management Reporting & Budgets works at a strategic level to ensure effective operationalization to enhance reporting for management decision making and provides leadership from a Finance perspective in developing the University's annual operating budget. The role manages budget processes within Finance and ensures that these processes are well integrated with related processes in other areas of the University. The role works closely with the senior management team in Finance (Finance Senior Team) to ensure that Finance functions are well integrated. As a member of the Finance Senior Team, has responsibility for Finance business operations, administrative infrastructure, and the advancement of Finance and University strategic initiatives.

### **Key Accountabilities**

#### **As a member of the Finance Senior team, provides executive leadership and support across the Finance portfolio including strategic planning and resource allocation**

- Act as a member of the Finance Senior team responsible for developing and implementing the strategic direction of Finance
- In collaboration with the Finance Senior team aligns priorities and resources (short-term and long-term) and contributes to multi-year planning of Finance projects and advancement of University-level projects and strategic initiatives
- Works closely with the Finance Senior team to ensure that Finance functions are well-integrated
- Provides expert financial analysis and recommendations to University senior management on business decisions related to general Finance, financial controls, and the strategic, reasonable, and efficient use of University resources, based on a strong understanding of the University's diverse business activities
- Acts as the primary contact/support from Finance for the Associate Provost, Integrated Planning & Budgeting, and the Executive Officer, Academic

#### **Enhance management reporting available to the University community of information from the financial system**

- Works at a strategic level and provides leadership to change initiatives in development of management reporting frameworks
- Considers opportunities to enhance integrated planning through compilation of relevant information for decision making

- Review and recommend presentation, content, and parameters of management reporting available from the financial system based on consultations with a variety of University stakeholders on their reporting needs while considering institutional needs, understandability, data access control frameworks, sustainability, scalability, and systems capabilities
- Work with colleagues within Finance to develop and deliver communications and training to the University community on how to use and understand available reporting and reporting tools to ensure users are supported and that the information made available in reporting is well understood

### **Lead Finance processes relating to the operating fund budget**

- Provide leadership from a Finance perspective in developing the University's annual operating budget (>\$800m), working collaboratively with other teams
- Lead preparation of and annual processes for the University's multi-year operating budget scenario analysis, working collaboratively with other teams
- Present options, analysis, advice, and support in managing budgetary impacts in constrained revenue and funding environments
- Advises the Vice-President, Administration & Finance and the Vice-President, Academic & Provost on the development of the operating budget including multi-year scenarios
- Provides effective consolidated budget reporting and presentation materials for the annual operating budget of the University for University senior management, the Finance & Investment Committee, the Senate, and the Board of Governors
- Develop and implement annual salary and benefit conversions
- Manage budget processes within Finance for operating fund budget amounts within the financial system
- Approach cross functional business processes with a view to continuous improvement, enhancing communication, understanding the requirements of other areas, and providing sound financial advice and direction
- Oversee the annual process to calculate ancillary charge outs for space, utilities and administrative charges and provide timely information to stakeholders on such charge outs
- Act as a primary representative from Finance on cross functional projects or discussions related to the University's operating budget or budget allocation model
- Oversee the annual process to calculate the student service fee, and fulfill role of Finance resource support for the Student Services Advisory Committee

### **Leverage the financial system to manage the University's budget and support management reporting**

- Develop an understanding of the functionality and configuration options of the budget module of the financial system and advise on configuration requirements
- Develop an understanding of the functionality and configuration options of the salary budget and commitment module of the HR management system and advise on configuration requirements. Work closely with HR to understand the related HR system, data, and processes and to provide integrated HR-Finance system solutions.
- Provide direction on the data structure within the financial system to be leveraged for management reporting
- Review and approve reporting hierarchy updates within the financial system including business units, departments, and org units

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- Recommend definitions and criteria for when a new work order or activity should be set up within the financial system; considers feedback from stakeholders, consistency, and data maintenance implications

### **Provide leadership and direction for team members**

- Manage the hiring and performance of team members
- Provide the team with direction and support
- Perform ongoing review and annual performance appraisal of staff, identifying areas for improvement and further development
- Promote opportunities for training and professional development through goal setting and support
- Ensure appropriate cross-training is in place for all critical functions
- Contribute to a work environment that fosters, recognizes, and rewards supportive mentorship, professional quality, respectful communication, continuous improvement, and positive energy

### **Additional responsibilities**

- As required, serve on or act as a resource to University level committees and working groups
- Collaborate effectively with other functions to achieve University objectives
- Resolve complex operational issues
- Continuously investigate management reporting and budgeting issues and industry trends in order maintain a high level of quality in these areas
- Represent the University in organizations in the University administrative community such as COFO (Council of Ontario Finance Officers)
- Lead financial and administrative special projects

## **Required Qualifications**

### **Education**

- University undergraduate degree, courses in accounting or business preferred
- Chartered Professional Accountant (CPA) designation from CPA Canada

### **Experience**

- A minimum of 8 years of senior financial experience in complex environments
- A minimum of 5 years of experience managing or coaching staff
- Substantial previous experience in financial reporting and/or management reporting and/or budgeting
- Substantial previous experience with a significant financial system/ERP system
- Exposure to a not-for-profit or public sector environment is an asset

### **Knowledge/Skills/Abilities**

- Demonstrated ability to communicate and collaborate effectively with individuals at all levels in the organization
- Strong analytical, technical, and problem-solving skills
- Ability to manage multiple concurrent projects within established deadlines
- Conceptual thinker with strategic planning skills and initiative
- Excellent interpersonal and communication skills including verbal, listening, written and presentation skills

- High degree of discretion, judgement, sensitivity, tact, and diplomacy
- Works independently with a strong work ethic
- Exceptional attention to detail and time management skills
- Understanding of generally accepted accounting principles and their application to not-for profit organizations
- Demonstrated leadership and mentoring skills
- Expertise and ability to provide advisory services
- Strong relationship building skills
- Demonstrated ability to work in cross functional teams
- Ability to plan and lead discussions
- Team player who works collaboratively with colleagues
- Strong computer skills including advanced MS Excel

### **Nature and Scope**

- **Contacts:** Internal: Good working relationships are required with colleagues in Finance and across the campus community. This role provides expert advice and reporting to University senior management. Individual must be able to influence and motivate stakeholders on issues that impact the entire organization. External: Auditors from external firms, professional services advisors, peers at other academic institutions.
- **Level of Responsibility:** This position is a member of the Finance Senior Team and as such represents and speaks on behalf of Finance on various Finance-related matters. The position is responsible and accountable for the results of the Finance Management Reporting and Budgets team and is accountable and responsible for meeting the relevant objectives. The position is expected to be forward-looking, aware of trends and bring forward innovative opportunities and recommendations.

**Decision-Making Authority:** The position is a member of the Finance Senior Team and represents and speaks on behalf of Finance on various Finance-related matters. Relies on extensive experience and judgment to plan and accomplish goals as well as lead and direct the work of others. Responsible and accountable for defining and directing the priorities of the Finance Management Reporting and Budgets area while addressing changes to plans by consulting directly with the Chief Financial Officer

- **Physical and Sensory Demands:** Deadline driven environment addressing a wide range of complex issues. The incumbent must be able to manage concurrent assignments and prioritize workload to meet deadlines.
- **Working Environment:** Office based. May be exposed to disagreeable conditions typical of a senior leadership position exposed to stress and pressure associated with senior level responsibilities.