

Job Description

Job Title:	Research Financial Analyst
Department:	Mathematics Research Office
Reports To:	Faculty Financial Officer
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	January 2020

Primary Purpose

Reporting to the Faculty Financial Officer, the incumbent is responsible for the financial management of Math Research Office activities under the guidance of the Associate Dean Research & International and the Associate Dean Innovation & Entrepreneurship. The responsibilities encompass providing analytical support and problem solving with respect to research fund accounts, preparation of financial statements, management of relationships with and requirements of internal and external stakeholders and strategizing about accomplishing the researchers' goals within the parameters of sponsor guidelines/requirements and University policies.

Key Accountabilities

- Financial management and internal control of research transactions within the Faculty of Mathematics
- Possesses a clear and current understanding of University policies and procedures and research related sponsor guidelines to ensure ongoing compliance and consistent understanding of University and funding agency requirements.
 - Responsible for providing advice and support to research administrative staff, individual researchers and research groups and institutes regarding eligibility, management and control of research funds, including information about their financial data and required reporting.
 - Manages compliance by regularly meeting with the research administrative staff to support effective and consistent financial management and internal control and encourages the sharing of best practices throughout the Faculty of Mathematics.
 - Dedicated point person with the Research Finance and Compliance Team within the Office of Research, Finance, and Human Resources to identify and address issues concerning compliance with University policies and sponsor agreements/guidelines.
 - Responsible for financial oversight for CRC, IRC and Interim Research accounts within the Faculty, including the development and maintenance of related internal process documentation, as well as regular financial risk assessment to ensure spending is aligned with the budgets.
 - Conducts periodic monitoring and identifies to management potential issues relating to research accounts.

Manage and Foster Relationships with Internal and External Stakeholders

- The key point of contact between researchers and research administrators for financial advice, guidance and queries pertaining to research accounts, guides researchers' decision-making based on sponsor requirements, university process requirements, and researcher's goals.

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- Communicates regularly and proactively with researchers in person, by e-mail or by telephone to discuss their needs and progress on their accounts.
- Responsible to provide advice and assistance to researchers and their departmental/faculty administrators on sponsor guidelines and university policy as it pertains to research.
- Provides strategies to maximize the use of their research funding and to leverage opportunities to maximize research funds and research capacity.
- Communicate, as may be needed, with external research sponsors regarding interpretation of guidelines or reporting requirements and resolution of specific project needs/concerns/issues, often to accommodate university policies and procedure.
- Key point of contact with collaborating research institutions to ensure appropriate financial reporting of research funds.
- Liaise with Office of Research pre-awards colleagues and contract research managers regarding clarifications or amendments to research proposals/applications/agreements/contracts.

Financial administration, communication and continuous support within the Faculty of Mathematics

- Provides general administrative support to the FFO and the Associate Deans as directed.
- Assists Mathematics Research Office staff with understanding of and adherence to financial processes and policies.
- Provides valid information to FFO to ensure that University accounting methodology and procedures are well understood across the Faculty and that these procedures are documented, communicated and followed.
- Remains current on research-related eligibility, compliance and process matters and ensures that this information is shared efficiently and effectively with relevant stakeholders across the Faculty.
- Serves as a resource to the Faculty staff and faculty members with queries related to the university financial systems (i.e. Concur, Unit4).
- Develops reports and statistics to identify where improvements are needed for financial compliance.
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Events and Administrative Support

- Support and assist with the planning and execution of various special events as necessary.
- Oversee funding of events such as conferences and workshops.
- Guide faculty who are planning conferences and symposia on the timing of decisions, managing unanticipated conference/workshop costs and potential bottlenecks, timing and payment methods of deposits and conference registrations and how to accommodate them within the University's policies and procedures.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University undergraduate degree preferably in Accounting, Business or Finance or equivalent combination of experience and education.
- Chartered Professional Accountant (CPA) Designation from CPA Canada or comparable recognized professional accounting qualification.

Experience

- 5 years of experience in financial reporting, account reconciliation and financial analysis.
- Experience of effectively communicating with key stakeholders.
- Knowledge of the academic and research environment.
- Experience with government granting agencies and associated policies.
- Experience with industrial grants an asset.
- Working knowledge of auditing practices and procedures is an asset.

Knowledge/Skills/Abilities

Client Service

- Ability to meet and communicate service standards, and track client satisfaction, teamwork and relationship building.
- Excellent human relation skills including the ability to develop and maintain constructive relationships with individuals in academic posts.

Communication

- Ability to obtain regulations approvals from research sponsors.
- Ability to articulate concepts and content effectively in written multi-page reports.
- Ability to communicate financial information to stakeholders with varying levels of financial knowledge, in a fashion tailored to the idiosyncrasies of individual researchers.
- Ability to explore alternatives and consult carefully to discuss alternatives for addressing problems.

Managing Change

- Demonstrated ability to use technological solutions to improve processes and communication.
- Demonstrated ability to undergo continual training in matters of changing policy, as well as changing cultural trends.

Problem Solving

- Able to approach a complex task by breaking it down into component parts, and to use technology to assist breakdown and tracking.
- Consults multiple sources for accurate information; notices inconsistencies in available information.
- Able to independently apply financial knowledge and concepts to increasingly complex research projects and analyze financial information to recommend the efficient and appropriate use of research funds.
- Ability to perform variance analysis, forecasting, trending etc. to resolve problems.

Planning and Organization

- Ability to take ownership for projects of duration of several months; use good independent judgment when priorities are challenged.

Technical

- Excel and Word intermediate to expert.
- Online financial reporting and expense reimbursement systems

Nature and Scope

- **Contacts:** Significant Internal Relationships - Within the Faculty of Mathematics - Dean of Mathematics, Executive Officer, Faculty Financial Officer, Faculty Financial Analyst, Faculty Administrative Manager, other Administrative staff and Researchers. Within the University of Waterloo, the Research Financial Analyst, under the direction of the FFO, is the liaison between the Faculty of Mathematics and academic support units at the University of Waterloo. This includes the Finance Office, Human Resources, Office of Research, IAP, GSPA, and the Undergraduate Awards Office. Significant External Relationships - External funding agencies, donors, sponsors, and auditors.

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- **Level of Responsibility:** The Research Financial Analyst assists the FFO in ensuring that the accounting policies and procedures are well understood and complied with across the Faculty. The Research Financial Analyst is responsible for the compliance review of research financial transactions.
 - **Decision-Making Authority:** Makes independent decisions related to their area of expertise (e.g., providing options to researchers on effectively managing funds across a research portfolio, identifying efficient methods for collecting and reporting research financial data, recommending changes to business processes and/or reporting tools etc.).
 - **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
 - **Working Environment:** There may be unusual hours or schedules and irregular and/or high volumes and multiple and/or tight deadlines beyond one's control (e.g., external sponsor dictated year-end reporting or analysis). Many reporting requirements are contractual in nature and therefore time sensitive. Copes with stress of frustrated researchers and helps them find solutions.