

Job Description

Job Title:	Director, Faculty Financial Operations
Department:	Dean of Science
Reports To:	Faculty Executive Officer
Jobs Reporting:	Faculty Financial Analyst
Salary Grade:	USG 15
Effective Date:	August 2023

Primary Purpose

The Director, Faculty Financial Operations is responsible for two significant strategic portfolios: financial management and oversight, and financial planning and budget development. The Director, Faculty Financial Operations provides financial leadership and advice, oversees, and implements processes and controls that are critical in ensuring that the Faculty of Science maintains a prudent financial position. The Director, Faculty Financial Operations works at a strategic level to ensure effective operationalization to enhance reporting for management decision making and provides leadership from a financial perspective in developing the faculty's annual plan and budget. The role manages budget processes and ensures that all processes are well integrated across the Faculty of Science. The incumbent works closely with the senior management team in the Faculty of Science to ensure all financial operations, functions, and procedure are well integrated and supported. As the leader of the finance team in the faculty, has responsibility for financial business operations, related operational infrastructure, and the advancement of financial oversight on faculty strategic initiatives.

Key Accountabilities

As a member of the Faculty's Senior Executive team, provides leadership and support across the Finance portfolio including financial planning and resource allocation

- As the leader of the finance team in the faculty, responsible for developing and implementing the strategic direction of finances that include operating, research, trust, and endowment funds.
- In collaboration with the Senior Executive team aligns priorities and resources (short-term and long-term) and contributes to multi-year planning of faculty projects, and advancement of University-level projects and strategic initiatives.
- Works closely with the Senior Executive team to ensure that financial functions are well integrated in faculty operations, and support decision making.
- Provides expert financial interpretations, analysis, and recommendations to faculty senior management on university policies and procedure, 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/resource in the faculty for all units/departments/schools in the Faculty of Science as well as to university academic support units (ASU) such as Finance, Payroll, Research, GSPA, SAFA, and Advancement on financial matters.

Enhance management reporting available to the Faculty of Science community of information derived from university systems

- Works at a strategic level and provides leadership to change initiatives in development of management reporting framework.
- Support integrated planning through relevant information for decision making.
- Review and recommend presentation, content, and parameters of management reporting

available from university systems based on consultations with a variety of stakeholders on the reporting needs while considering institutional needs, understandability, data access control frameworks, sustainability, scalability, and systems capabilities.

- Works with colleagues within the faculty to develop and deliver communications and training to the faculty 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.
- Manage business process changes including implementation in the Faculty of Science due to changes in financial systems of the University and/or the faculty.

Lead Finance processes relating to faculty budget encompassing all funds

- Provide leadership from a financial and university business perspective in developing faculty annual operating budget in relation to overall funds that include Research, Trust, and Endowments
- Lead annual processes and preparation of faculty multi-year operating budget including tuition revenue projections and 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 Senior Administration on the development of the operating budget including multiyear scenarios.
- Provides effective consolidated budget reporting and supporting information for the annual operating budget of the faculty to the Senior Administration.
- Review and monitor annual salary and benefit conversions in the faculty.
- Manage budget development processes in Faculty of Science that include teaching, workforce plan, equipment and renovations, strategic plan, and research commitments.
- 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; act as change agent for better business practices.
- Act as a representative from the faculty on cross functional projects or discussions related to the University's operating budget or budget allocation model.

Internal Control Framework Oversight

- Accountable for review and evaluation of Faculty of Science internal control frameworks specifically related to financial processes to ensure adequacy and effectiveness
- Recommends changes to the internal control framework or specific controls to ensure sufficiency and appropriateness; works with other units as required on effective implementation of changes in the internal control framework and controls
- Oversees planning and execution of reviews of financial transactions (e.g. P-Card, expense claims, etc.) to evaluate compliance with Faculty procedures and requirements of the University.
- Provides internal control guidance to units within Science implementing ancillary systems where a financial information component exists. Represents the Faculty of Science in bringing forward internal control weaknesses pertaining to financial data to owners of the systems at the University (e.g. Workday, Unit 4, etc.) and works collaboratively with the units on seeking solutions.

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

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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

Other Responsibilities

- As required, serve on or act as a resource to university level committees and working groups.
- Facilitates the Faculty Salary Increase process for the Faculty of Science.
- Collaborate effectively with other functions/units 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 and best business practices.
- Promote a culture of continuous improvement in terms of efficiencies leveraging available systems capabilities and emerging technologies.

**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

- A University undergraduate degree is required. A master's degree in business, statistics, economics or social science research (or another closely related discipline) is preferred.
- Chartered Professional Accountant (CPA) designation (Canada) is required.
- Formal training in data analysis and/or project management is an asset.

Experience

- A minimum of 8-10 years of professional experience in financial management and/or financial planning and analysis (FPA) in complex environments.
- A minimum of 3 - 5 years of experience managing or coaching staff.
- Exposure to the not-for-profit sector with knowledge of applicable generally accepted accounting principles.
- Experience in enterprise-wide financial systems (ERP solutions), Business Intelligence (BI) systems, and diverse technology environment.
- Experience in project management and change management.
- Proven ability to successfully develop, evaluate, and implement internal control frameworks for financial transactions.
- Experience with purchasing and contract negotiations, project budgets, and vendor management.

Knowledge/Skills/Abilities

- Demonstrated ability to communicate and collaborate effectively with individuals at all levels in the University.
- Strong analytical, technical, problem-solving, and project management skills.
- Ability to manage multiple concurrent projects which have firm deadlines and competition for Resources.
- 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.

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- Works independently with a strong work ethic.
- Exceptional attention to detail.
- In depth 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:** Significant internal contacts and relationship building is needed with Finance, HR, Research IST, Advancement, GSPA, Registrar, IAP, and the Provost's Office. This also includes the senior leadership and staff within the Faculty and across the campus community. External contacts include auditors, financial systems service providers, and peers at other academic institutions.
- **Level of Responsibility:** This position is responsible and accountable for the overall results of the financial management, internal controls, budgets, and systems tools within the Faculty. This position is a member of the senior management group within the Faculty and represents and speaks on behalf of the Faculty on various finance related matters
- **Decision-Making Authority:** This position is responsible and accountable for establishing priorities for the financial management, internal controls, budgets, and related systems, in consultation with the Executive Officer and the Dean. In addition, the position is responsible for providing interpretations and guidance on University policies, procedures, and guidelines. This position is a member of the senior management group within the Faculty and represents and speaks on behalf of the Faculty on various finance related matters.
- **Physical and Sensory Demands:** Minimal physical demands typical of a position operating within an office environment. The incumbent must be able to manage concurrent assignments and prioritize workload to meet deadlines.
- **Working Environment:** Office based.