

Job Description

Job Title:	Faculty Financial Officer
Department:	Office of the Dean of Arts
Reports To:	Executive Officer
Jobs Reporting:	Financial Analyst
Salary Grade:	USG 13
Effective Date:	June 2019

Primary Purpose

The Faculty Financial Officer (FFO) is accountable to the Executive Officer for ensuring that all financial activity in the Faculty of Arts is properly accounted for and that available financial management tools are effectively applied to ensure Arts maintains a prudent financial position. This position oversees all financial transactions for the Faculty across all fund types: Operating, Research, Trust, Endowment. The position provides strategic advice, information and support to the Dean, Executive Officer and senior administrators in the Faculty and serves as a leader to the departmental administrative staff and faculty for general and financial administration.

Key Accountabilities

1. Financial strategy and long-term planning activities including, but are not limited to, the following:
 - Preparing multi-year projections of the Faculty's financial position, identifying any concerns and consequences of long term plans and proposals
 - Providing financial decision support and strategic advice to the Dean, the Executive Officer, the Associate Deans, Chairs/Directors of academic units, the Director of Advancement and heads of non-academic units in the Faculty
 - Co-ordinating and directing the setup of financial structures to ensure activity is properly managed through its duration
 - Identifying financial consequences in changes to enrolment pattern
 - Analyzing the impact of government and university funding decisions on the Faculty's budget
 - Preparing financial documentation to unit Chairs/Directors and program heads to inform decision-making (e.g. budget allocations, teaching resource summaries)
 - In co-operation with the Executive Officer, planning and coordinating the development of the Faculty's annual operating budget
2. Financial planning, management and internal control including, but not limited to, the following:
 - Preparing the annual budget of the Faculty, working with each department and set up new org units and work orders as required
 - Preparing an overall picture of the financial status of the Faculty's operating, research, trust and endowment funds; identifying potential problems and proposing solutions to the Dean and the Executive Officer
 - Preparing presentations including content to outline processes and reporting tools to understand financial data to staff and faculty in departments
 - Accountability as signing authority on all financial accounts within the Faculty

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- Planning and administering the allocation of special funds as appropriate, e.g., graduate funding, Indirect Costs
- Conducting periodic audit of salary budgets and research accounts
- Overseeing the operating budget and expenses of the Office of the Dean in consultation with the Executive Officer; including monitoring of scholarships awarded by Faculty
- Monitoring and forecasting the income of the Faculty's endowments to support decision-making; providing counsel on the annual expenditure of investment income, particularly where agreements are complex (ie. Balsillie School of International Affairs)
- Providing guidance to Advancement personnel on the creation and status of relevant accounts and stewardship reports (scholarships, Chair agreements etc.)
- Meeting regularly with the administrative staff in each unit to train and support effective financial planning, management and internal control and to encourage the sharing of best practices throughout the Faculty
- Mentoring and leading collaborative and productive working relationships with administrative staff across the Faculty
- Pursue continuous improvement on financial processes and procedures

3. Management and Internal Control of Research Funds including, but not limited to, the following:

- Overseeing the monitoring and internal control of research grants throughout the faculty
- Ensuring that sufficient financial training and support is provided to researchers and administrative staff to allow them to manage their research accounts
- Liaising with the Associate Dean of Research, and the Office of Research on provision of Faculty-wide research support (e.g. grant writing workshops)
- With the assistance of the Faculty Financial Analyst, identifying the reporting requirements of researchers and working with Finance to develop the financial system to provide
- Ensuring research activity is in compliance with university policies and procedures as well as those imposed externally by granting agencies
- Liaising with other units in cases where interdisciplinary or institutional activity are being performed

4. Management and collaboration at the university level:

- Providing guidance, training and insight into University financial processes and issues
- Participating on and providing financial expertise to task forces as required
- Participating in external university audits as required
- Developing productive working relationships with staff and faculty across the university and with academic support units
- Collaborating with Finance to ensure accounting policies and procedures are adequately documented and communicated within the Faculty
- Collaborating with IAP to ensure income funding models are clear and fairly administered
- Collaborating with Office of Research to ensure faculty reporting needs are met and processes are clearly communicated and documented
- Collaborating with other service departments to ensure procedures are clearly communicated and understood within the Faculty and that any issues are addressed satisfactorily

5. Staff leadership, training and development activities:

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- Supervises Faculty Financial Analyst and is responsible for training, professional development and performance management of the FFA role
- Providing leadership to departmental staff to ensure compliance and best practices
- Reviewing financial procedures in the Faculty to ensure strong internal controls and efficient, effective financial accountability
- Training, coaching and developing Faculty administrative staff on financial, reporting and budgetary issues
- Providing one-on-one guidance to administrative staff on reporting standards required within department
- Documenting processes within the Faculty to ensure compliance and clarity
- Providing financial leadership and direction to Dean's office staff
- Participating in cross-training programs and activities within the Dean's Office to ensure coverage during vacation and other absences

**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 <ul style="list-style-type: none">• Completion of a Bachelor's degree; CPA-CMA; CGA or CA
Experience <ul style="list-style-type: none">• Several years of accounting experience in a complex financial accounting environment, including auditing and internal controls• Experience in an academic environment strongly preferred• Advanced accounting and software skills, analytical skills, interpersonal, organizational and communication skills• MS Word-Intermediate/advances level; Excel- Intermediate/advances level; PowerPoint-Basic; Advanced experience with financial software, databases
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Internally, communicates with a wide range of university employees to instruct, influence and motivate others; to promote, justify and settle a wide range of financial matters; and to collaborate with professional peers in the development of financial standards and practices within the University• Externally, this position will have contacts with suppliers and others with whom the Faculty of Arts conducts business for the purpose of resolving financial issues

Nature and Scope

- **Contacts:** Significant internal and external relationships for this position include: Dean of Arts Office members, Chairs/Directors and Administrative Assistants within the Faculty of Arts, Finance; Office of Research, Human Resources, IAP, SAFA, GSPA, Auditors.
- **Level of Responsibility:** The position is responsible and accountable for the overall maintenance of sound financial systems and reporting within the Faculty of Arts.

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- **Decision-Making Authority:** Responsible and accountable for the use of professional judgement in problem-solving, and for establishing financial practices within the Faculty in consultation with Finance, professional peers in other Faculties, and the Dean and Executive Officer in Arts.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to deadline pressures and significant complexity.