

Job Description

Job Title:	Financial Analyst
Department:	Dean of Arts
Reports To:	Executive Officer
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	January 2023

Primary Purpose

Providing support to the Faculty Financial Officer, the Faculty Financial Analyst provides professional financial management services with particular focus on research grants, awards, and contracts. In partnership with the Executive Officer, Finance, the Office of Research, and the Faculty Financial Officer, s/he establishes and maintains sound accounting practices, provides expert financial guidance and problem-solving skills, and ensures that financial activity in Arts conforms to the University's financial policies and procedures.

Key Accountabilities

Financial planning, management and internal controls, with a particular focus on research finance:

- With the Faculty Financial Officer, invests in continual process improvement of the Faculty's financial procedures, controls and reporting standards;
- Ensures that financial activities in the Faculty of Arts adhere to the Arts' and University's policies and procedures;
- Provides professional problem-solving on financial matters, which may be unique and/or complex;
- Participates with the Faculty Financial Officer in management of the Faculty's operating, trust, and endowment funds;
- Assists with the annual budget building process, and other routine and unique financial management projects as they arise;
- Works in partnership with the Arts Graduate/Research Office to provide professional support to researchers and others in the Faculty in the development of budgets for grants and other funding applications, applying detailed knowledge of the grantor's financial environment and requirements; ensures that tax, employment, and related costs are addressed in the development of such budgets.
- With the Faculty Financial Officer, monitors and manages funding commitments within the Faculty of Arts and prepares funding requests, including supporting documentation, in areas related to operating and research projects;
- Ensures that financial practices, reporting, and audits are effectively developed and managed in circumstances where complex multi-partner funding arrangements exist, and that the University's and the Faculty's interests are well represented and maintained

Management and internal control of operating finance accounts:

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- Ensures that financial activity in Arts conforms to established Arts, University and grantor eligibility and compliance standards in collaboration with the Research Compliance Team, Finance, and Human Resources;
- Performs monthly review of financial reports for academic departments/schools and service offices identifying potential issues to the Faculty Financial Officer;
- Provides timely and appropriate financial information/reporting to key internal and external stakeholders identifying potential issues to the Faculty Financial Officer;
- Under the direction of the Faculty Financial Officer, conducts periodic audit and review of financial procedures and transactions in the Faculty of Arts to ensure financial accountability and strong internal controls;
- Monitors research budgets in the Faculty, identifies existing and potential problems and brings these to the attention of the relevant PI, manager, or to the Faculty Financial Officer.

Financial leadership, training and development activities for staff and faculty:

- Under the direction of the Faculty Financial Officer, develops and updates financial training materials;
- Provides appropriate financial training and support to faculty and staff individually and collectively as required to maintain and enhance standards;
- Communicates to faculty and staff, changes to eligibility guidelines and documentation requirements, clarifications and recent grant holder rulings;
- Serves as a professional resource to faculty and staff in the effective and appropriate management of research funds;
- Maintains statistical data on research finance compliance performance in order to identify where improvements are needed and training opportunities.

**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

- Completion of a Bachelor's degree; CA, CMA, or CGA designation

Experience

- Several years of progressive experience with a proven track record of achievement and success in a complex financial accounting environment. Competencies will include advanced accounting and software skills, analytical skills, interpersonal, organizational and exceptional communication skills.

Knowledge/Skills/Abilities

- Computer skills in MS Word, Excel, and PowerPoint
- Advanced experience with financial software, databases

Nature and Scope

- **Contacts:** 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, contacts include suppliers and others with whom the Faculty of Arts and its

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researchers conduct business for the purpose of resolving financial issues. Must have very strong demonstrated communication skills.

- **Level of Responsibility:** Responsible and accountable for the overall maintenance of sound financial systems and reporting within the Faculty of Arts, with a particular focus on research
- **Decision-Making Authority:** Responsible and accountable for establishing financial practices within the Faculty in consultation with Finance, Arts Faculty Financial Officer, 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.