Job Description

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| **Job Title:** | Research Finance Manager |
| **Department:** | Office of Research |
| **Reports To**: | Associate Director, Research Finance |
| **Jobs Reporting:** | Financial Analyst(s) |
| **Salary Grade:** | USG 11 |
| **Effective Date:** | March 2021 |

**Primary Purpose**

Reporting to the Associate Director, Research Finance, the Research Finance Manager, in conjunction with the three Senior Research Finance Managers (SRFM), manages the day-to-day operations of the Research Finance group which consists of project accountants/research financial analysts/training and compliance officers. The Research Finance group is the primary financial contact for university researchers in the management of their research funds and is responsible for:

1) All external and internal financial research reporting and administration to ensure that the accounting and financial reporting requirements of research sponsors and the University research community are met.
2) Ensuring that all research expenses are compliant and eligible with research sponsor and UW guidelines
3) Providing training, support and advice to researchers and their administrative support on research sponsor and university requirements as they pertain to research funds.

The Research Finance manager is the designated financial expert on a range of external research sponsor programs and as such is the primary liaison between those sponsors and the university.

**Key Accountabilities**

**Designated financial expert for a range of external research sponsor programs**

- Manages, co-ordinates and controls the overall financial administration and reporting for a portfolio of research sponsors with an approximate annual value of $40M-$60M, ensuring adherence to individual sponsor and UW requirements.
- Acts as a university signing authority on sub grants payments (≤$100,000) and financial reporting for research funds under their portfolio.
- Provides advice, training and direction to the Research Finance team on the overall financial processes related to a portfolio of sponsor programs.
- Acts as a liaison between the university and external stakeholders (e.g. sponsors, auditors, other institutions) for financial matters relating to their portfolio
- Acts as a liaison with the Office of Research pre-award teams responsible for their portfolio of sponsors; ensuring projects are set up appropriately, reporting and invoicing requirements are manageable and that financial clauses in agreements are appropriate and can be adhered to.
- Maintains current knowledge of sponsor guidelines and responsible for informing university research community of guideline changes or updates.
- Co-ordinates audit reviews for their portfolio of external sponsor agencies.
- In conjunction with the SRFM's ensures that audit recommendations pertaining to their sponsor agencies are implemented.

**Ensuring research activity is financially compliant and eligible with research sponsor and university policies and guidelines and that appropriate training, advice and support is provided to the research community.**

- Participates in the development, implementation and maintenance of the Research Financial Compliance Framework to ensure that financial transactions are eligible and compliant with sponsor and university policies and guidelines
- Maintains current knowledge of research related sponsor guidelines and UW internal processes and procedures
- In conjunction with the SRFMs, responsible for the planning, development and delivery of training programs, information sessions, workshops and communication updates to educate and support the research community on research financial compliance and eligibility
- Coordinates internal audits of research projects, summarizes the results and identifies areas of concern, training needs and process improvements
- Participates in identification of potential areas of exposure related to compliance with sponsor guidelines and areas of weakness in transaction reviews
- Provides input on campus-wide projects (e.g. new systems) and ensures that Research Finance needs are accommodated in the design of such systems and services
- Identifies areas for improvement in the existing tools (website, SharePoint site, job aids, training manuals) and other resources to support the research community
- Identifies the need for new tools and resources and works with the SRFMs to develop and communicate such tools to the research community

**Leads, manages and coaches a team of Research Financial Analysts**

- Manages and co-ordinates the workload of a finance team to ensure that all sponsor and researcher obligations and deadlines are met in a timely manner.
- Provides leadership, management, training & direction to staff.
- Performs on-going review & annual performance appraisal of staff, identifying areas for improvement and further development.
- Seeks feedback and identifies training and development needs of staff
- Promotes continual personnel training and development of staff.

**Key member of the Research Finance management team**

- Seeks and collects feedback in service level quality, relationships, stakeholder satisfaction, timeliness, staff capability and performance
- Participates in the development and implementation of agreed upon improvements and enhancements to Research Finance business process inefficiencies
- Participates in the development, implementation and communication of Research Finance policies and procedures
- Identifies gaps in effective reporting tools for the ever increasingly complex range of research sponsors
- Assists in identifying the projected staffing requirements for the Research Finance team

**Assists the Associate Director with the management of strategic level initiatives and projects**

- Assists, co-ordinates and seeks feedback with strategic level process improvements managed by SRFMs and Associate Director
- Assists with information gathering, analysis and reporting for special university level funding initiatives
- Assists with communication writing and distribution as related to the initiatives managed by SRFMs and Associate Director
- Assists with the co-ordination of high-level external sponsor audit reviews

- Summarizes audit results and assists to identify areas where improved financial management and/or control is required.
- Assists with the implementation and regular review of the effectiveness of the Research Financial Compliance Review Framework

**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.
- Recognized professional accounting designation (e.g. CPA or international equivalent)

**Experience**

- A minimum of 5 years of financial experience in complex environments
- 2 years of experience managing, developing and coaching staff is strongly preferred
- Experience in mentoring and knowledge transfer activities in a cross-functional team
- Exposure to the not-for profit sector
- Substantial previous experience in financial reporting and/or management reporting and/or budgeting
- Substantial previous experience with a significant financial system/ERP system
- Proven ability to successfully develop, evaluate and implement internal financial control frameworks and financial controls

**Knowledge/Skills/Abilities**

- Extensive knowledge of research granting and contracting agencies
- Demonstrated ability to communicate and collaborate effectively with individuals at all levels in the organization
- Strong analytical, technical and problem-solving skills
- Excellent interpersonal and communication skills including verbal, listening, written and presentation skills
- Works independently with a strong work ethic
- Exceptional attention to detail
- Understanding of generally accepted accounting principles and Canada Revenue Agency guidelines as they pertain to research funds.
- Expertise and ability to provide advisory services
- Strong relationship building skills
- Demonstrated ability to work in cross functional teams
- Strong computer skills including advanced MS Excel

## Nature and Scope

- **Contacts:** : Internal: Excellent internal working relationships are required with colleagues in the Office of Research, Finance, Procurement, Graduate Studies, HR, the Faculty Financial Officers and research administrators across campus. These roles provide support and reporting to all faculty members with external research funding and building excellent working relationships with this client group is also essential. External: The Research Finance Manager is responsible for being the managerial contact between the university and their portfolio of external sponsors. They also connect

with the university's external auditors as well as auditors for external agencies. A key part of the role is also building strong relationships with their peers in other academic institutions across Canada to share best practices in the administration of research funding.

- **Level of Responsibility:** The Research Finance manager supervises a team of Research Financial Analysts. The manager provides leadership, development and direction to the staff reporting to them and provides professional support and training to those pursuing an accounting accreditation. In conjunction with Research Finance management team, they are accountable for the appropriate financial administration and reporting for the university research funds of around $248m annually (2019-20) and are responsible for developing and implementing financial monitoring and control frameworks which adhere to external sponsor requirements within the fiscal constraints and financial framework of the University.
- **Decision-Making Authority:** The Research Finance manager makes decisions on the implementation of external sponsor guidelines. They make decisions on the processes and practices both within Research Finance and across campus relating to the effective administration and management of research funds. They need to be able to have sound problem- solving and analytical skills to make appropriate financial judgments and decisions, often with incomplete information or within tight timescales
- **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 in order to meet deadlines
- **Working Environment:** Office based