THE UNIVERSITY OF BRITISH COLUMBIA

POSITION DESCRIPTION          9929 January 26, 2018 SB

BUSINESS TITLE:                Associate Director, Finance – Education Services
EMPLOYMENT GROUP:             Management & Professional (AAPS)
JOB FAMILY:                   Accounting
JOB CODE:                     
VP/FACULTY:                   Faculty of Medicine
DEPARTMENT:                   Fac Med Finance Office
PAY GRADE:                    F
SALARY LEVEL:                 

JOB SUMMARY

The Associate Director, Education Finance holds a senior leadership position in the Education and Administration Finance portfolio in the Faculty of Medicine. The position provides comprehensive financial advice, leadership and strategic support to Education portfolio which is the largest and most complex portfolio in the faculty and includes the distributed medical undergraduate and postgraduate programs, MD/PhD and graduate programs, Continuing Professional Development programs as well as education central support units for the delivery of the education programs, and the Office of Education Innovation. The Associate Director is accountable to the Director, Finance, Education and Administration for financial strategies, budget, management reporting and relationship management in the Education portfolio.

The Associate Director develops and implements new policies and procedures to improve financial management, planning, and business processes throughout the Education portfolio. The position provides overall management of financial operations of Education portfolio in the Faculty of Medicine.

The Associate Director manages a team of financial professionals responsible for the overall financial management of education programs and units, including financial staff in the distributed medical education sites (UVic, UNBC, and UBCO) and ensure that they understand the goals and structure of each program and unit in order to work as a partner to help achieve the program/unit, the portfolio and Faculty goals.

ORGANIZATIONAL STATUS

The Faculty of Medicine (FOM) is composed of nineteen academic basic science and/or clinical departments, three schools, and a number of research centres and institutes. The Faculty's annual consolidated budget is over $600 million including operating, research, special purpose, endowment and trust funds. The Faculty has approximately 2200 administrative support, technical/research and management and professional staff, as well approximately 650 full-time academic and 8500 clinical faculty members. Together with its partners including BC’s six Health Authorities and their affiliated teaching hospitals, the Faculty provides innovative programs in the areas of health and life sciences through a province-wide delivery model. University-based teaching, research, and administrative sites include UBC Point Grey, UBC Okanagan, Diamond Health Care Centre, and the Universities of Victoria and Northern BC, home to our affiliated medical school training programs as well as other education centres. Faculty, staff and students are also located within our clinical academic campuses in hospital settings and other regionally based centres across the province.
JOB RESPONSIBILITIES

Leadership Responsibility

- Responsible for building and maintaining relevant stakeholder relationships; Develops and maintains working relationship with internal and external stakeholders for the portfolio, including Ministry of Health, Health Authorities, partner universities; maintains a current knowledge of financial policies and procedures to ensure the portfolio is adhering to university, ministries, and external agencies policies and procedures; implements changes as required.
- Ensures unit leaders are supported and have financial information that is relevant, timely, accurate and complete
- Supports Unit Heads and Administrators/Directors in strategic decision making and thought partnership for matters that involve resource allocation
- Ensures that structural and organizational changes are implemented and managed in a manner that is constructive, transparent and collaborative
- Ensures all appropriate management receive appropriate financial information and reporting for decision making purposes in order to achieve Faculty goals.
- Leads a team of finance and accounting staff that may be located in a team space and/or co-located within units to ensure all Unit Heads receive consistent and appropriate support
- Develops best financial management practices together with Director Finance and Senior Finance Director, and ensures implementation within each unit
- Provides advice, direction and guidance to unit leaders, directors and administrators concerning budget, accounting and financial matters, accounting policy interpretation and sound business practices; advising on financial implications of various planning options
- May represent the Faculty at senior University committees related to financial, budgeting and accounting systems. Attends regular Education portfolio leadership meetings

Process Responsibility (Finance, Accounting, Budgeting and Reporting)

Working collaboratively with Unit Heads and Senior Administrators/Directors to:

- Develops and leads the annual operations budgets, financial forecasts and financial plans for 5-7 departments within the portfolio, ensuring consistent practices between units and within the Faculty as a whole
- In collaboration with the Director, Finance, Education and Administration, develops and implements consistent financial and fiscal policies, systems and procedures to ensure excellent financial management across the portfolio
- Directs the preparation of financial reports, financial models, estimates, summaries of results, variance analysis and other operational strategic performance measures
- Oversees and manages the monthly and annual accounting processes and year end activities for the units within the portfolio
- Directs the Units’ year-end processes including liaising with external auditors to answer queries and responding to any perceived weaknesses
- Works with senior members of the Central Finance and Budget office to resolve sensitive or complex budget and financial issues
- Leads and co-ordinates the implementation of UBC initiated financial systems in the Education Portfolio of Faculty of Medicine including implementing new processes and systems, providing communication, training and assistance
- Promotes continuous improvement of processes and service delivery and identify potential streamlining or changes for enhancing efficiency and effectiveness
- Oversees financial reporting and analysis for internal and external parties (e.g: MoH, partner universities, UBC Central Finance and Budget Offices)
• Keeps current on regulatory requirements of GAAP, research granting agencies and new complex endowment arrangements (such as CRCs and LEEF Chairs) to effectively advise and guide Faculty units of policies and procedures
• Builds financial models as required to assess the financial viability and impact of new and existing strategic initiative projects
• Analyzes and prepares complex and detailed analytical financial reports on cash flow projects, debentures, financial and other related areas
• Analyzes, prepares and assists with preparing forecast results for current and future years by building assumptions, coordinating input from various sources and compiling results
• Plans and develops capital budgets, schedule of capital maintenance, and project costing
• Develops and implements financial reports/systems and financial reporting structures for senior management that enable senior leaders to monitor the financial health of the Education Portfolio including quarterly financial reports; making informed resource allocation decisions and develop reports that enable potential problems to be detected
• Acts as primary point of contact with unit administrators to assist in their developing or accessing financial reports
• Responsible for the review and analysis of the quarterly and annual financial statements and management reports. The review includes an analytical review of the accuracy of the actual data and projections and the identification of: variances from budget; action items for the management team, red flags, growth areas, etc.
• Develops reports based on key drivers, built from information from the university-wide systems to help senior department managers quickly assess results of their operations
• Develops and implements processes to create, gather and compile financial data and estimates into meaningful financial formats to support the development of budgets and financial projections for the Faculty
• Participates in the development and ongoing maintenance of campus-wide budgeting system that meets the needs of the distributed users while providing meaningful information to the faculty
• Reviews financial reports to identify potential issues and resolving issues with unit leaders
• Ensures financial integrity of the Education portfolio financial operations; works with senior management in identifying areas of opportunities and financial risks, develops and advises mitigating strategies for resolution.

Process Responsibility (Business Process Improvement)

• Engages with peers, unit leaders, and other key stakeholders to determine business needs, cost reductions, reforms and improvement opportunities
• Provides direction to all levels of management within Education Portfolio in providing analysis and re-engineering of business process and policies to streamline and systemize reporting requirements and accounting issues; Makes recommendations to senior management for changes to policies and procedures.
• Works with senior management in identifying areas of risk and opportunity and develop and advise mitigating strategies for resolution
• Delivers ongoing efficiency improvement through process re-engineering and technology enhancements

Management Responsibility

• Determines staffing requirements in each area, skill set and expertise requirements, and writing job descriptions for finance related positions
• Provides consultation to the finance team in Education portfolio, including the finance staff in the distributed medical education sites (partner universities); Liaises with other financial support services to resolve issues escalated by the programs and units.
• Participates in identifying funding resources required to support new hires
• Leads the hiring, onboarding, training, development, evaluation, discipline and termination of finance staff
• Reviews all appointments for funding sufficiency

CONSEQUENCE OF ERROR

The Associate Director, Education Finance must have a thorough understanding of the principles of accounting and sound financial management skills. He/she is required to apply this theoretical knowledge to research the information needs of faculty management, develop structures to collect the data required, and create processes to compile the data into meaningful reporting formats which enable financial results and risks to be readily determined. The position is required to use judgment to interpret financial information received from a variety of sources, assess financial risks and problems, and make recommendations to manage the risks and resolve financial issues.

The position must ensure that service levels are adequately maintained. The position must also use judgment to supervise financial staff in the Education Portfolio, which includes both management and union staff, in distributed medical education sites.

Reports reviewed and shared by this position must be correct, contain appropriate, complete information, and present the information in a manner that enables them to be easily understood by Unit leaders. Errors in the information/reports prepared by this position could result in poor financial decisions by Senior Management. If reports to funders (such as the Ministry of Health) are incorrect, this could damage the relationship with the funder, cause significant reputation losses to the Faculty. In addition, if the information presented does not support appropriate financial monitoring, then problems could be overlooked and continue to worsen over time and thus jeopardize the financial health of the Faculty and the University.

SUPERVISION RECEIVED

Reports to the Director, Finance, Education & Administration, Faculty of Medicine. Is expected to work independently in a collaborative and professional environment.

SUPERVISION GIVEN

Supervises a team of M&P and clerical staff who support the finance function for the large and complex Education portfolio within the Faculty of Medicine, including finance staff in the distributed medical education sites.

QUALIFICATIONS

Education

Undergraduate degree in a relevant discipline
Completion of an accredited Accounting program (CPA)
Experience

Minimum of 10 years of experience or the equivalent combination of education and experience.
Experience in post-secondary education or health care sectors preferred.
Minimum of 5 years’ experience in managing professional staff.
Experience in fund accounting, budgeting, financial analysis and development of financial tracking and reporting systems.
Experience with and ability to consolidate and interpret financial data, present findings and assist non-financial managers in understanding financial reports.
Extensive experience with large ERP systems is preferred.

Skills

Ability to set challenging goals and works hard to accomplish those goals.
Strong time management and multi-tasking skills.
Ability to consolidate data from various sources to develop budgets and financial reports to support Senior Management decision making.
Initiative, creativity and flexibility to develop options for the resolution of complex financial issues.
UBC FMS certification will be required.
Ability to develop and monitor complex budgets.
Ability to manage complex financial matters and perform complex analysis.
Financial management skills; including strategic and multi-year planning, forecasting, budgeting, oversight and report preparation.
Knowledge of and ability to utilize principles, methods, techniques and systems of financial management.
Ability to develop, apply and adjust financial plans to attain objectives.
Ability to manage staff performance by establishing standards and goals, evaluating performance, providing feedback and taking corrective action.
Comfortable working with senior management.
Able to communicate financial concepts to non-financial managers and scientists, as well as to guide and mentor financial staff at different levels.
Demonstrates good judgment and initiative in decision making and in resolving complex financial problems not clearly covered by guidelines.
Ability to analyze and interpret data, determine implications and provide recommendations.
Ability to apply generally accepted accounting principles in an appropriate manner.
Comfortable working in a fast-paced multicultural environment. Advanced Excel user, comfortable with pivot tables and other analytical tools.
Thorough knowledge of UBC administrative policies, procedures and guidelines.
Strong administrative management skills with a demonstrated ability to take initiative and be proactive.
Strong organizational and analytical skills, good problem solving and conceptual skills.
Ability to work independently under minimal direction using sound judgment and decision making skills and in a team environment.
Must be flexible and work well under pressure to meet deadlines and be able to prioritize a varying number of tasks and must be able to demonstrate a high degree of accuracy.
Knowledge of University, Hospital and Health Authority accounting systems.
Effective oral and written communication, presentation and interpersonal skills.
Ability to exercise judgment, tact, discretion and confidentiality in all matters and to maintain effective working relationships with internal and external contacts.
Knowledge of contracts, government and UBC policies and regulations, grant administration and procedures related to finance, payroll and audit.