THE UNIVERSITY OF BRITISH COLUMBIA

POSITION DESCRIPTION

POSITION NUMBER: 
BUSINESS TITLE: Director of Finance, Academic
EMPLOYMENT GROUP: Management & Professional (AAPS)
JOB FAMILY: Accounting
JOB CODE: Accounting, Level H
VP/FACULTY: Faculty of Medicine
DEPARTMENT: Fac Med Financial Services
PAY GRADE: 15
SALARY LEVEL: H

JOB SUMMARY

The Director of Finance, Academic, provides financial leadership, strategic advice, expertise and overall management of the financial stewardship of a large and complex group of portfolios that are comprised of all Departments, Academic Units, Research Centres and Research Institutes for the Faculty of Medicine. The position provides strategic financial guidance and support, has overall responsibility for the full accounting cycle for all portfolios within Academic Finance, and works as a business partner to help achieve Faculty goals. The position manages a large team of financial professionals (currently over 27 staff in 8 sub-teams). The position also includes management of relationship with health authorities, hospitals, and incorporated medical practices. These relationships add further financial complexity to the position.

The Director of Finance, Education & Administration provides leadership in establishing appropriate accounting policies and procedures.

The position directly manages Finance Managers for all portfolios within Academic Finance and indirectly oversees the work of the finance staff through their supervisors and managers.

The Director of Finance, Academic works in collaboration with leaders of various central UBC offices, including Financial Operations, Budget Office, Research and Trust Accounting, Internal Audit and others on behalf of the Faculty of Medicine.

ORGANIZATIONAL STATUS

The Faculty of Medicine is the largest and most complex at UBC. It has an intensive curriculum and research portfolio delivered by more than 600 full-time and over 8000 part time and clinical faculty members, as well as 2000 staff, within 19 basic science and clinical departments, three professional schools, and nine Senate approved centres. The Faculty has an annual consolidated budget of over $700 million including general purpose operating, capital, endowment and trust funds. With the expansion and province-wide distribution of the Faculty's Medical Undergraduate, Postgraduate Medical and Physical Therapy, midwifery and other programs across the province of British Columbia, the Faculty has three additional academic campuses at the University of Victoria (UVic), the University of Northern British Columbia (UNBC) and UBC's Okanagan campus (UBCO) as well as clinical academic campuses.
established through affiliation agreements with all provincial health authorities covering over 100 health care delivery facilities throughout the province. The partnership relationships with hospitals and health authorities add further financial and managerial complexity.

JOB RESPONSIBILITIES

Leadership Responsibility

- Provides strategic advice on financial matters including business opportunities for department/school heads and centre/institutes directors
- Ensures that relevant stakeholder relationships are built and maintained throughout the Academic Finance portfolios, Faculty, the University and externally with government and funding agencies
- Provides strategic and operational leadership within an environment of significant change
- Responsible for overall financial integrity of Academic Finance operations
- Advises senior leadership on the internal control environment
- Provides advice, direction and guidance concerning budget, accounting policy interpretation and financial implications of various strategic options
- Leads the change process, driving continuous improvement through enhanced cost effectiveness and the pursuit of service excellence
- Owns effective communication with all internal Academic Finance stakeholders
- Provides direction and oversight for structural and organizational change, ensuring they are implemented and managed in a manner that are constructive, transparent and collaborative
- Directs budget policy and priorities throughout the portfolios under Academic Finance
- Ensures that financial services are delivered in a customer-focused service-oriented environment and leads staff in creating a true customer-based service
- Develops financial management leading practices together with Director of Finance, Education & Administration Academic Finance and Associate Director, Operations Finance and the Senior Director, Finance and ensures implementation within portfolios under Academic Finance
- Represents the Faculty at senior University committees related to financial, budgeting and accounting
- Leads and mentors the Finance Managers in resolving complex Unit-related issues

Process Responsibility (Finance, Accounting and Budgeting)

- Directs the Finance Managers under Academic Finance in the development of the annual operations budgets, financial forecasts and financial plans for their portfolios, ensuring consistent practices between departments and within the Faculty as a whole
- Develops and implements consistent financial and fiscal policies, systems and procedures to ensure excellent financial management across all portfolios
- Oversees preparation of financial reports, financial models, estimates, summaries of results, projections, variance analysis and other operational strategic performance measures
- Oversees the monthly and annual accounting processes and year end activities for all Academic Finance portfolios, with overall responsibility for the accuracy and integrity of the accounting and financial data of all portfolios, and oversight for all statutory Faculty reporting, such as to the Ministry of Health and the Faculty's contributions to the UBC Board of Governors report.
- Works with senior members of the Central Finance and Budget office to resolve sensitive or complex budget and financial issues
- Keep current on regulatory requirements of research granting agencies and new complex endowment arrangements (such as CRCs and LEEF Chairs) to effectively advise and guide Faculty units of related policies and procedures
- Oversees implementation of new financial policies and procedures to support research centres and institutes, including effective cost allocation methods for indirect costs of research

Process Responsibility (Business Process Improvement)
• Engages with the Director of Finance, Education & Administration, Associate Director, Operations Finance, Senior Finance Director, Executive Director, Finance & Operations, and key stakeholders to determine business needs, cost reductions, reforms and improvement opportunities
• Promotes continuous improvement of processes and service delivery and proactively identifies potential streamlining opportunities for enhancing efficiency and effectiveness
• Leads the implementation of new processes and systems
• Works with senior management in identifying areas of risk and opportunity and develops and advises mitigating strategies for resolution

Management Responsibility

• Provides leadership to encourage commitment, professionalism, innovation in an environment that fosters and rewards creative, dedicated, service-oriented and proactive staff who work well both independently and in a team environment
• Builds a strong cohesive team focused on customer service and solutions
• Engages the team to ensure the highest level of integrity and compliance
• Facilitates the growth and development of the team through training and cross-training, performance management, mentoring and the setting of appropriate standards for professionalism.
• Leads the hiring, training, mentoring, development, evaluation, discipline and termination of staff within Academic Finance
• Oversees performance management processes and completes performance evaluations for direct reports
• Tracks team and individual performance, and takes steps to ensure continuous increase in productivity

CONSEQUENCE OF ERROR

As a key player in the Faculty's strategic and leadership team and operating with a high degree of independence and responsibility, the Director of Finance must exercise superior judgment in all areas at all times. Errors in judgment or procedures or failure to maintain relationship with the department/school heads and centre/institute directors could result in serious financial or relationship issues for the Faculty, the University and may adversely affect University partnerships (Health Authorities), as well as material financial losses and mismanagement, loss of additional or exiting Government grants, negative impact on development efforts, and adverse reputational impact ability to secure research funding. Failure to provide support to senior leadership, adequate budget planning and reporting would undermine the Faculty's ability to achieve its objectives and would seriously interfere with decision-making and budgetary allocations. Inaccurate projections and forecasts could cause the Faculty to make costly decisions regarding levels of faculty and staff resources and other supports. Errors could result in significant concerns regarding the liability, credibility and integrity of the Faculty and University and may result in additional financial burden for the Faculty and/or the University.

SUPERVISION RECEIVED

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

SUPERVISION GIVEN

Managers a large team (currently over 27 staff in 8 sub-teams) of M&P and clerical staff who support the finance functions for the portfolio within the Faculty of Medicine.
QUALIFICATIONS

Education

- Undergraduate degree in a relevant discipline
- Completion of the CPA accounting program (CA, CGA or CMA).

Experience

- Minimum of 10 years’ experience or the equivalent combination of education and experience.
- Several years of experience at a senior finance level in a complex organization. Experience in post-secondary education or health care sectors within a large complex organization preferred.

Skills

- Ability to work effectively in a complex environment and deliver a high level of financial management and leadership.
- Ability to build teams, lead change and motivate others.
- Demonstrated ability to plan and manage projects independently, in a timely way to achieve objectives.
- Ability to communicate clearly and effectively on financial issues to non-financial managers, directors and executives.
- Ability to work well with others and demonstrate respect, dignity and integrity in interpersonal relationships.
- Ability to deal with sensitive and confidential issues using well-developed discretion and judgment, while maintaining independence and objectivity under all circumstances.
- Excellent communication skills, capable of interacting effectively with all levels at the University and outside representatives, and with non-financial experts.
- Ability to maintain accuracy and attention to detail while maintaining the big picture perspective.
- Extensive experience with large ERP systems is preferred.