POSITION NUMBER:

BUSINESS TITLE: Director of Finance, Education & Administration

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, Education & Administration provides financial leadership, strategic advice, expertise, and overall management of the financial stewardship of a large and complex portfolio including the Office of the Dean, faculty administrative units and the centralized education program for the Faculty of Medicine as well as specialized financial service teams including New Program Development and Research Services. The position provides strategic financial guidance and support to Department Heads, Executive Associate Directors and Executive Directors, has overall responsibility for the full accounting cycle for all portfolios within Education & Administration Finance, and works as a business partner to help achieve Faculty goals. The position manages a large team of financial professionals (currently over 17 staff in 4 sub-teams) providing financial services to over 10,000 faculty and staff.

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

The Director of Finance, Education & Administration oversees reporting to the Ministry of Health in respect of the postgraduate resident program and to the Distributed Program Planning Committee in respect of the distributed medical undergraduate program.

The position directly manages the Associate Director, Finance, and Finance Managers supporting the Office of the Dean, administrative units, new program development and research. The position indirectly oversees the work of the finance staff through their supervisors and managers.

The Director of Finance, Education & Administration 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. The position also includes management of relationship with health authorities, hospitals, and incorporated medical practices.

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**

- Provides strategic advice regarding business opportunities for the Dean and Executive Associate Deans
- Ensures that relevant stakeholder relationships are built and maintained throughout the Education and Administrative Finance portfolios, Faculty, the University and with external government and funding agencies
- Provides strategic and operational leadership within an environment of significant change.
- Directs research support group to better support managing researchers finances and navigating relationship with units of VP Research
- Provides strategic support to Dean on resource allocation
- Responsible for overall financial integrity of Education and Administration 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 Education and Administration Finance stakeholders. Ensures that structural and organizational changes are implemented and managed in a manner that is constructive, transparent and collaborative
- Directs budget policy and priorities throughout the portfolios under Education and Administration 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, Academic and Associate Director, Operations Finance and the Senior Director, Finance and ensures implementation within portfolios under Admin Finance
- Represents the Faculty at senior University committees related to financial, budgeting and accounting
- Leads and mentors the Associate Director and Finance Managers in resolving complex Unit-related issues

**Process Responsibility (Finance, Accounting and Budgeting)**

- Directs the Associate Director and Finance Managers in the development of 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 Admin 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
• Keeps 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
• Leads the Faculty in the area of financial policy and control for endowment management and development
• Oversees development and coordination of guidelines, processes, policies, and templates related to Program Development

Process Responsibility (Business Process Improvement)

• Engages with the Director of Finance, Academic, Associate Director, Operations Finance, Senior Director, Executive Director, Finance and Operation, 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
• As part of the implementation of the new integrated/distributed model in the Faculty, continues to assess structures and processes to ensure efficiency and effectiveness, identifying opportunities to advance and improve the organizational model
• 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 Admin 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 (Ministry of Health), 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 Senior Director, Finance for the Faculty of Medicine and works closely with the Executive Director, Operational Strategies in support of the Dean's Office.

SUPERVISION GIVEN

Manages a large team (currently over 17 staff in 4 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.