BUSINESS TITLE: Sr. Finance Manager, Research Support
EMPLOYMENT GROUP: Management & Professional (AAPS)
JOB FAMILY: Accounting
JOB CODE: VP/FACULTY: Faculty of Medicine
DEPARTMENT: Fac Med Finance Office
PAY GRADE: E
SALARY LEVEL:

JOB SUMMARY

The role of Sr. Finance Manager, Research Support is to act as a strategic advisor to the faculty research community including the Office of the Executive Associate Dean and departments/centers with regard to research infrastructure and strategy. This position oversees and assesses research compliance and takes appropriate action to ensure that the Faculty's risk is effectively managed and strategic research plans are aligned with the university goals in research excellence.

The Sr. Finance Manager, Research Support is responsible for providing financial guidance and expertise to support large scale research projects application and post-award administration. This position ensures that sponsored research funds are accounted for with highest level of accountability and transparency. This position also ensures that the training needs of the research community are addressed.

The Sr. Finance Manager, Research works closely with Office of the Executive Associate Dean, Research and leaders of university central offices such as the Office of Research Services (ORS), University Industry Liaison Office (UILO), Research & Trust Accounting (RTA), Financial Reporting & Budgeting, Treasury, Financial Operations, Internal Audit, Financial Systems, Human Resources (HR), and Development Office, management in departments and centers, affiliated hospitals, funding agencies, sponsors, and external audit firms.

This position reports to the Director of Finance and is part of the finance senior management team that provides financial leadership to the faculty. This position may also represent the financial interest of the Faculty through participation on various Faculty and UBC committees.

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**

- Develops and enhances key strategic partnerships between the Faculty and university central offices, Faculty departments/centers, affiliated hospitals, external organizations and granting agencies. Represents the Faculty concerning research financial matters to these parties.
- Develops financial management best practices for the research administration within the Faculty and makes recommendations for revisions to the Faculty procedures to ensure that the Faculty is in compliance with sponsor requirements and agreements.
- Provides a strong financial communication pathway between departments/centers and the Faculty.
- Provides advice regarding the development and monitoring of processes and controls to ensure compliance with financial terms and conditions of contracts and/or sponsor guidelines for the Faculty.
- Guides the development of reporting mechanisms to assist project leaders, administrators, and department and faculty leadership in the management and control of spending using research related funds. Ensures that potential risks and concerns are identified for early resolution to eliminate or minimize probable financial loses to the Faculty.
- Provides guidance on the generation and analysis of complex statistical information relating to sponsored research funds to support management decision making. Provides advice, assessment, and analytical reports for departments/centers to support their mandates and strategic goals.
- Resolves non-standard and complex problems raised by various levels of faculty administration, project leaders, and principle investigators. Escalates significant issues to the attention of the Director, Finance and Director, Research for appropriate action.
- Leads the proactive identification of potential risks related to agency audits for early resolution. Suggests and implements any changes in university policy and Faculty procedures as a result of any university, granting agency, or sponsor audits.
- Leads the development of a streamlined process for the financial assessment and viability of Large Scale Projects through modeling of various financial scenarios.
- Acts as financial lead and advisor on the full cycle accounting for large scale projects funded grants, and other related research projects. Advises, consults, and supports senior management in identifying strategic financial opportunities and risks, including risk mitigation options, and facilitating financial discussions with various parties involved in the process.
- Works closely with senior management in the Faculty, departments/centers, principal investigators (PI) and central offices leaders (ORS, UILO, Financial Systems, Internal Audit, HR and Financial Operations) for the effective and efficient post-award administration of research funds. Identifies opportunities for improvement and leads the implementation of continuous improvements in the administration of research funds to ensure the highest level of accountability and transparency in the use of sponsor funding.
- Responsible for the research support fund, research overhead and royalty income allocation within the Faculty.
- Responsible for the research data external reporting
- Represents the Faculty on university committees and task forces related to research finance administration.
- Maintains current knowledge of and ensures compliance to Generally Accepted Accounting Principles, University policies and procedures, Canada Revenue Agency and funding agency regulations. Leads change implementation as required.
- Liaise with Finance Managers in Academic Finance team to develops and implements consistent financial and budgetary reports/systems and structures that enable senior leaders to monitor the financial health of the areas in their responsibility, including quarterly financial reports, financial models, estimates, summaries of results, and variance analysis built from information from the university-wide system; as well as key performance indicators dashboards and metrics of risk and performance.
Engages with other Finance Managers and internal/external stakeholders to determine Unit needs, cost reductions, reforms and improvement opportunities

Develops and leads business process analysis, documenting process flows and facilitating workshops to elicit improvement, and participates in training in new systems and structures

Completes all other tasks as requested by Director of Finance.

Proactively works to build and enhance strong, trusting relationships with Unit leaders

Sets challenging goals and works hard to accomplish those goals

Ensures that the work of the team is accomplished in a timely manner and that deadlines and service agreements are met

Periodically discusses team performance with Director, Finance on established process specific metrics

Manages, coaches and mentors the Financial Analysts on the team to continuously improve performance and achieve individual and team objectives

Mentors Finance Managers in Academic Finance team with regard to research fund administration

Consistently and effectively delegates tasks, decision making and authority in a way that maximizes productivity and efficiency

CONSEQUENCE OF ERROR

The Sr. Finance Manager 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 make decisions regarding non-standard or new accounting data and analytical questions. The position must also advise on method and plan for implementation of new accounting standards.

Reports reviewed and shared by this position must be correct, contain the appropriate, complete information, and present the information in a manner that enables them to be easily understood by Unit leaders. Errors or non-compliance with University, granting agency or sponsor policies and requirements may result in inaccurate reporting in the University financial statements and in the financial statements to grantees, inadequate control and improper use of trust funds, and unrecoverable over-expenditures by PIs. More significantly, the effect of these conditions existing could result in the loss of contracts and grants to the University and have an adverse impact on the University's reputation.

SUPERVISION RECEIVED

Reports to Director of Finance, Education and Administration and work under broad direction. Is expected to work independently in a collaborative and professional environment.

SUPERVISION GIVEN

Supervises 1-3 Financial Analysts and provides strategic leadership and expertise to Finance Managers in Academic Finance with regard to Research initiatives.

QUALIFICATIONS
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Education

- Undergraduate degree in a relevant discipline
- University degree in Commerce or Business Administration preferred
- Completion of an accredited Accounting program (CPA)

Experience

- Minimum of eight years of experience or the equivalent combination of education and experience
- Experience in post-secondary education or health care sectors preferred

Skills

- Experience in fund accounting, budgeting, financial analysis and development of financial tracking and reporting systems
- Experience in management of accounting systems and teams is preferred
- Experience working collaboratively with Senior Leadership and Management and other professionals
- Experience with and ability to consolidate and interpret financial data, present findings and assist non-financial managers in understanding financial reports
- Extensive experience with data analysis in large ERP systems and/or large data sets is required, including demonstrated ability to build reporting tools, performance indicators and other analytical tools.
- 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
- Demonstrated ability to develop appropriate and effective financial reports
- Proven oral and written communication, interpersonal, presentation and organizational skills
- Must be able to deal with sensitive issues with tact and diplomacy
- Initiative, creativity and flexibility to develop options for the resolution of complex financial issues
- Ability to work independently and within a team environment
- Ability to work under pressure and meet deadlines
- Ability to maintain accuracy and attention to detail while maintaining an overall big picture perspective
- Ability to effectively organize and motivate a team.