#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Associate Vice-President, Finance

**Job Number:** X-074 | VIP: 1024

**Band:** EXEMPT- 12

**Department:** Financial Services

**Supervisor Title:** Vice-President, Finance & Administration

**Last Reviewed:**  June 10, 2010

#### Key Activities:

1. Monitors all aspects of the financial health of the University focusing on the following areas:
   1. operating, ancillary and capital revenue and expense budgets;
   2. research, endowment, and trust accounts to ensure that they stay within funds available;
   3. daily cash flow to maximize revenue and manage the credit line with the bank.
2. Responsible for all treasury functions including tracking of the investment managers performances of the pension and endowment funds, management for the University’s pooled endowment fund, maintaining banking arrangements, receiving monies for the payment of government grants, tuition fees and services, and disbursing the University funds.
3. Development of operating and ancillary multi-year budget models, including the development and implementation of a new activity-based budget model. The AVP is responsible for presenting the budget model to the Provost Planning Group, Senate Budget, Finance and Property Committee, and Board of Governors.
4. All internal, external, and governmental financial reports. The main University reports are the annual Financial Statements, the annual budget report, the monthly Operating Fund Financial Projection (and Debt summary), and the annual COFO-UO (Council of Finance Officers - Universities of Ontario) financial report.
5. Development of enrolment flow-through models and forecasts in collaboration with VP, Communications and Enrolment.
6. Provision of daily financial and procurement services to all members of the community. The AVP is responsible for ensuring that internal financial controls are operative at all times and are effective.
7. Key advisor on all financial matters related to collective bargaining and pension plan financing.
8. Responsible for the preparation of the Annual Financial Statements of the University, in accordance with changing Accounting Principles of the Institute of Chartered Accountants. The AVP arranges and plans with the external auditors the annual mid-year and year-end operational audits, the enrolment audit and the internal audits identified by the Audit Committee.
9. Business case development supporting all major University capital projects for presentation to the Finance and Property Committee of the Board.
10. Recommendations to the Board for new long term debt instruments for capital financing.
11. Educating the Board of Governors on University financial issues.

#### Education Required:

* Honours University Degree (4 year).
* Professional Accounting Designation required.

#### Experience/Qualifications Required:

1. Four to six years of senior management level experience required in a complex organization with distributed financial information systems.
2. Mastery of financial processes, ideally including cost/benefit analysis and business plan development.
3. Broad, up-to-date understanding of financial systems required.
4. Understanding of the financial operations and funding of Ontario universities is a strong asset.
5. Flexible, proven leader in staff development, change management and team building with ability to assist in the development of new opportunities.
6. Excellent communication skills, analytical reasoning, and ability to make professional presentations on complex financial issues.

**Job Evaluation Factors:**

**Analytical Reasoning**

Well-developed analytical reasoning to think through problems, assess options, understand processes, develop computer models, communicate results, write reports on a diverse range of topics, and implement corrective courses of management action. Ability to interpret complex documents and apply principals, e.g. CICA Handbook, legal documents, MTCU guidelines, COFO financial reporting. Well-developed communication skills to impart difficult financial concepts to a wide range in the community, including union groups and Board of Governors.

**Decision Making**

Use own initiative in planning and organizing all on-going work and receives general guidance from Vice President, Finance and Administration. Requires a high ability to reprioritize work to meet competing demands. Authorized to make decisions on behalf of the University such as Bad Debt write-offs, reserves for Accounts Receivables/Billing. Authorized University cheques (over $50 k) with one other signing authority. Develops assumptions and business models for Board of Governors deliberation, which requires extensive judgment of external economic and funding factors.

**Impact**

Accuracy and integrity of financial statements and reporting – errors may damage Trent University’s internal and external reputation, affect its ability to borrow, and/or result in financial penalties.

Broad impact on University, e.g. Annual Budget presented by the AVP to the Board of Governors is the University annual spending and fee setting authorization – errors in reporting or projection may result in poor decisions by others and significant financial loss

Improperly worded or applied financial or funding policies can lead to significant financial loss to university.

**Responsibility for the Work of Others**

Direct Responsibility for the Work of Others:

* Manager, Budgeting Services
* Manager, Purchasing Services
* Senior Manager, Accounting Services
* Budget Analyst
* Manager, Print & Retail Services
* Institutional Research Analyst (2)

Indirect Responsibility for the Work of Others:

* Restricted Funds Accountants
* Student Billing, Purchasing, Accounts Payable, General Accounting Clerks

**Communication**

Internal:

* President and Vice Presidents
* Deans
* AVPs and Registrar
* Audit committee, Finance and Property Committee, Investment and Pension Committee, Board of Governors
* Senate Budget Committee
* Students

External:

* External Auditors
* Bank of Montreal, TD Bank
* Vendors
* COU, COFO-OU, CUPA, Caubo, CUPA, MTCU
* CFI, NSERC, SSERC,
* Infrastructure Ontario
* AON Actuaries and Investment Advisors
* CIBC Mellon
* Canadian Customs and Revenue Agencies
* Tax Consultants

**Motor/ Sensory Skills**

* Dexterity - Finance is highly computerized – good keyboarding skills required

**Effort**

Mental:

* Concentration - Reports from the Finance office are expected to have a high degree of accuracy. Able to cope with conflicting deadlines/demands while maintaining a pleasant demeanor.
* Conflict Resolution - Financial matters involving overdue, overspent accounts and enforcing accounting controls often result in conflicts with students/parents. Strong interpersonal skills in dispute resolution are required.
* Communication Skills - Ability to relate sometimes complex financial concepts to non-financial audiences requires high analytical capability/reasoning combined with the ability to communicate effectively; including the ability to listen, acknowledge and convince others with opposing viewpoints to co-operate.

Physical:

* Stamina - Ability to work long hours under stress (such as collective bargaining, budget sessions) and to meet deadlines (year end, budget), requires keeping alert, congenial, and high comprehension.

**Working Conditions**

Physical:

* Good General fitness - Ability to work long hours requires mental alertness while tired and stressed.

Psychological:

* Stamina under stress - Ability to work long hours under stress (such as collective bargaining, budget sessions) and to meet deadlines (year end, budget), while remaining congenial to clients and staff.