

SAINT MARY'S UNIVERSITY

Position Description

TITLE: Director, Financial Planning & Analysis

Dept and/or Faculty	Financial Services
Position Number:	103177
Salary Scale:	Administrative/Professional/Confidential, Group 9

Summary of Duties

Under the direction of the Senior Director, Financial Services, the Director, Financial Planning & Analysis is responsible for managing the operating and capital budget process for Saint Mary's University and its departments, including coordination and enforcement of achieving overall institutional budget targets and other financial metrics including preparing and leading the preparation of the final budget presentation materials for the Board of Governors. This position is responsible for budget application selection, maintenance, upgrade, and rolling out to the departments, analytical tool selection, maintenance and roll out. The Director is responsible for developing and updating the long-range financial plan for Saint Mary's including setting up key assumptions for each entry such as revenue growth, cost control targets, capital spend, strategic business initiatives, etc. and operating margin and cash flow projections. The position is responsible for the supervision and guidance of the Financial Planning department managers and financial analysts that support Saint Mary's, which includes managing and improving financial reports, maintaining productivity reports, developing ad hoc reports, providing budget and cost variance analyses, assisting with Return on Investment (ROI) analyses for new business plans, and providing guidance to Senior Management Group (SMG) and Department Chairs as needed. The position is responsible for preparation and maintenance of the peer review financial benchmarking program for the University sector which allows Saint Mary's to develop national and regional financial and other key benchmarks related to cost efficiency and financial planning initiatives. The Director is also responsible for ensuring adherence to the established benchmarking. The Director acts as a continuous improvement champion for the department and the University, performing cross functional business reviews, Lean Process Reviews and developing Value Stream optimization initiatives. In collaboration with the Senior Director, Financial Services and Vice President, Finance & Administration, develops business and operations plans for departments and for specific programs and services within it.

Work Characteristics

Customer Service

Builds strong positive relationships with internal and external customers. Delivers the highest quality service. Anticipates needs and develops a reputation for responsiveness.

Leadership

Demonstrates vision. Inspires confidence, encourages participation, instills enthusiasm for institutional and personal professional goals; secures group action. Treats individuals fairly and with respect. Functions effectively under pressure.

Team Building

Seeks and maintains positive working relationships within and among departments. Facilitates the work of others. Seeks input of others respecting diverse opinions and ideas. Works as a team with a common purpose.

Work Performed

1. Supervision

25%

- Supervises two full time staff and two indirect staff.
- Assigns tasks and delegates responsibility.
- Monitors performance and provides performance feedback.
- Resolves employee concerns either directly or through established procedures.
- Responsible for recruiting and developing a finance leadership team in Financial Planning and Analysis which supports the institutional needs and enhances overall contribution.
- Assesses the team performance, identifying training gaps and creating individual performance development plans to elevate employee contributions and enhance customer service.
- Coaches/Engages/Team mentoring and development/Talent/Management.
- Values Based leadership approach.
- Develops and executes the FP&A department goals.

- Assists senior leadership in goal setting and alignment.
- Performs best in class per reviews where applicable to assist in goal setting and alignment.

2. Budget and Financial Reporting 25%

- Responsible for ownership and management of the Annual Budgeting and Periodic Forecasting Process for the \$140+M operating budget, including oversight of the month end review process as it relates to the operating budget and related projects and reserves.
- Responsible for improvement of forecast estimates, implementing governance and control measures where necessary.
- Leads the annual capital budgeting process including complex infrastructure capital allocation / project management and maintenance.
- Design and maintenance of a decentralized budgeting model leading to fully loaded financial statements at the department level.
- Facilitates teams in Integrated Strategic Planning, Strategy Development and Planning & resources prioritization / allocation.
- Design and maintenance of standard operating procedures (SOPs) relating to the budgeting and forecasting processes, including selection and maintenance of the Financial Planning and Analysis systems (currently Vena and Power BI).
- Design and maintenance of institutional dashboards and reports to provide executives and senior leadership (including budget administration) with key information to drive decision making through process and governance.
- Responsible for financial reporting for government (in particular LAE) relating to the MOU with the Province of Nova Scotia, the Outcomes agreements and other ad hoc reports as required, collaborating with the Controller (formerly Assistant Director), as required.
- Collaborates with the Controller to design and maintain strong governance and internal controls.
- Acts as Key Advisor to the Budget Advisory Committee.

3. Financial Literacy 25%

- Develops and maintains meaningful financial reports to assist senior and budget administration in assessing financial performance and improving their financial acumen, including orientation and professional development as required.
- Responsible for embedding financial data driven decision making through the development of institutional and departmental Key Performance Indicators (KPI's).
- Leads cross functional business reviews, establishes governance and leads the cross functional steering committee to ensure effective delivery of the plan identified.

- Builds internal and external relationships, including acting as the business liaison with Enterprise Information Technology and Human Resources.
- Assesses the impact of proposed legislated adjustments to wages and benefits, with careful consideration of the impact of the collective bargaining process, and provides recommendations to executive leadership to minimize the negative impact of the proposed adjustments.
- Advises the Collective Bargaining Teams on the impact of negotiated items.
- Performs assessment of real estate assets and makes recommendations regarding divestiture, with careful consideration of the impact of trust and endowment agreements.
- On-boards new senior and budget administration with respect to the budgeting, forecasting and business review process.
- Leads complete assessment of the operational gaps and opportunities in under-performing departments, and in collaboration with the Senior Director and Department Head, develops a plan to transform the performance to align with institutional strategic goals.

4. Innovation/Continuous Process Improvement

25%

- Responsible for embedding a culture of continuous improvement including implementing Lean concepts, DMAIC (Design, Measure, Analyze, Improve, Control), and Value Stream optimization to improve performance, customer service and enhance the University contribution.
- Develops collaborative partnerships with faculty and staff at all functional levels, including senior, intermediate and junior and creating a sustainable environment to facilitate cross-department Lean initiative.
- Performs Lean Process Reviews on departments including leading DMAIC projects.
- Designs and reviews Department faculty contribution statements.
- Analyzes and leads new revenue streams.
- Analyzes and leads cost containment initiatives.
- Liaises with Department Chairs leads as required.
- Performs best in class peer reviews where applicable to assist in identifying opportunities for improvement.
- Provides transformational leadership through effective coaching and training and supporting the cross fertilization of learning, knowledge and ideas which ensured Value Stream Optimization initiatives were sustainable and imbedded into the institutional culture.
- Implements a robust tool and process to complete post assessments of the operational effectiveness of new revenue streams and cost containment and Lean initiatives.

- Explores, develops and implements use cases for Vena outside of Financial Services.

5. Performs other related duties as assigned.

Qualifications Required

Undergraduate degree and professional accounting certificate/designation

Minimum of five (5) to Seven (7) years related experience.

Understanding of current accounting policies, including accounting for not-for-profit organizations.

Thorough knowledge of financial, fund and managerial accounting, financial systems, internal controls, financial analysis and reporting is required.

Demonstrated progressive leadership experience.

Above average interpersonal, oral and written communication skills with strong attention to detail.

Demonstrated supervisory experience, unionized environment considered as asset.

Strong organization skills.

Proficiency in Microsoft Office software, including advanced MS Excel skills for completing complex analyses and reports.

Approvals

Incumbent	_____	Supervisor	_____
Date	_____	Date	_____
Dept. Head	_____	Human Resources	_____
Date	_____	Date	_____