

The University of British Columbia

Simon Fraser University

École Polytechnique de Montréal

*With financial support of the Government of Canada through Foreign Affairs, Trade and Development Canada
Avec le soutien financier du gouvernement du Canada par l'entremise de Affaires étrangères, Commerce et Développement Canada*

JOB DESCRIPTION: Financial Analyst and Human Resources Coordinator (17486)

DEPARTMENT: Norman B. Keevil Institute of Mining Engineering

JOB SUMMARY

The Financial Analyst and Human Resources Coordinator (Coordinator) is responsible for providing and planning for financial and human resources support for a newly established, interdisciplinary, coalition-based, international Institute focused on improving the capacity of developing country governments to optimize the contribution of mining, oil and gas production to sustainable economic growth and poverty reduction.

The Institute is funded through a five-year start-up contribution from Foreign Affairs, Trade and Development Canada (DFATD, formerly CIDA) and operates across three coalition member academic sites: University of British Columbia (UBC), Simon Fraser University (SFU), and École Polytechnique de Montréal (EPM).

The human resources component of the Institute strategy will reflect the Institute values of engagement, accountability, inclusivity and sensitivity to gender equality and indigenous peoples, and sustainability.

ORGANIZATIONAL STATUS

Reports to the Finance Manager and works closely with the Director, Institute Development and Management (Director, IDM). The Coordinator has supervisory responsibility for office CUPE 2950 staff.

Is the initial point of contact on human resource matters for 28 core personnel including 10 faculty and 18 staff. Personnel are located across three academic coalition member sites in Canada, with students and contract personnel working in Canada and internationally.

Liaises with the Administrator of the Norman B. Keevil Institute of Mining Engineering at UBC and with various university units at three coalition member academic institutions.

WORKING CONDITIONS

Works at the Institute main office on the UBC Point Grey campus. Position may require a limited amount of local travel.

WORK PERFORMED

Financial Analyst

- Builds various templates, using short- and long-term forecasting models, to support quarterly, semi-annual and annual budgeting processes per DFATD agreement schedule and Institute needs.

- Responsible for accurate and timely reporting and presentation of quarterly, semi-annual and annual financial reports of the Institute.
- Responsible for the preparation of periodic and annual financial statements.
- Assists with internal and external audit reviews.
- Ensures a balance between target budget allocations and budget requirements for the Institute and its four Activity Centres.
- Provides financial advice and performs financial analysis in preparation for annual workplans and international development programs/projects.
- Analyzes financial results for accuracy, investigating suspect data and making adjustments.
- Supports quarterly, semi-annual and annual budgeting processes per DFATD agreement schedule and Institute needs.
- Reconciles Institute accounts and ensures eligibility of expenses and proper recording of transactions.
- Assists in conducting continuous reviews of controls to ensure they maximize efficiency and satisfy all regulatory and reporting requirements.
- Coordinates transfer agreement requests with the University Industry Liaison Office (UILO) and coalition member institutions, and ensures reporting requirements are consistent with DFATD guidelines, UBC and Institute policies. Collaborates with coalition members to ensure they meet the reporting requirements and deadlines as specified in the transfer agreement.
- Develops and manages in-kind matching contribution tracking system and reporting from UBC, coalition member and strategic partners. Assesses eligibility of valuation of in-kind, per DFATD guidelines. Oversees the collection of documentation coordinated by the finance and administrative clerk.
- Oversees, reviews and directs timely and accurate transaction processing and proper record handling completed by CUPE staff.
- Attends meetings and presents financial updates, advice, reports as required.
- Consults with management to identify, analyze and resolve financial management and reporting issues.
- Performs other financial related duties as required.

Human Resources

- Provides human resources advice to Centre Directors and managers regarding interpretations and applications of the collective/employee group agreements for UBC staff.
- Supports the human resource needs for field-based work in developing countries, including staff and student appointments and contract appointments (student or other) oversees. Understands and monitors the Institute's risk management system in relation to overseas HR recruitment and monitoring. Makes recommendations and develops policies in consultation with Director, IDM to mitigate risk.
- Develops policies and procedures for human resource hiring for field-based staff in developing countries.
- Manages work schedules of administrative staff. Appraises and improves workflow procedures, supports staff utilization, and allocates resources for administrative staff. Plans professional development and training activities for staff as needed.

- Oversees all aspects of the staff appointment process, processing of offer letters/appointment forms, etc.
- Writes job descriptions, coordinates external job postings, participates in interviews when required.
- Develops agreements and contracts for all consultancy work - in Canada and abroad - and ensures compliance with procurement strategy.
- Responsible for attendance/absence management programs, ensuring compliance with university policy and collective agreements. Develops and maintains system for monitoring, collecting and validating time sheets across all three coalition sites (staff & faculty) and multiple strategic partner sites. Monitors term appointments and ensures timely feedback to managers regarding commitments for grant-funded staff, e.g. working notice entitlements.
- Monitors implementation of performance management reviews across the Institute; provides guidance to managers in evaluating work performance.
- Provides assistance to faculty recruiting processes and for visiting faculty. Oversees processing of faculty appointments (including research associate, adjunct and honorary) in collaboration with departmental and UBC Faculty Relations staff.
- Creates and implements a system of salary administration management for Institute staff in consultation with Finance Manager.
- Responsible for all aspects of orientation.
- Ensures regular updates are made to administrative Institute web-pages, e.g. staff, faculty, students, etc.
- Plans, develops and implements appropriate in-house programs such as health and safety, specific skill based training.
- Other duties as may be required.

SUPERVISION RECEIVED

Reports to the Finance Manager and works closely with the Director, Institute Development and Management. Works under general managerial direction in assigned areas of responsibility. Work is reviewed in terms of effectiveness within established policies and guidelines. Interacts and communicates with staff and faculty across the three coalition member sites, strategic partners. Coordinator is required to exercise judgment and initiative in duties and responsibilities.

SUPERVISION GIVEN

Manages CUPE staff. Responsible for hiring, discipline, evaluation and termination. May supervise students (workstudy or worklearn programs).

CONSEQUENCES OF ERROR/JUDGMENT

Effective human resources and finance coordination is critical for the success of the Institute. Exercises judgment in planning the sequence of duties, the work methods to be employed and the action to be taken on unusual problems. Decisions are based upon appropriate application and through knowledge of procedures, guidelines, regulations, and established precedents.

Errors in judgment could undermine the Institute's ability to achieve its mandate. Accurate tracking of staff and in-kind HR time across three sites and strategic partners is critical to show the coalition has

met its cash and in-kind contributions. Work requires diplomacy, confidentiality, and an understanding of interdisciplinary education and research projects and university governance.

The Institute has significant reputational benefits to UBC and its coalition members. Mismanagement of this portfolio would have significant reputational consequences for faculty and schools associated with the Institute and their ability to carry out the functions required by this grant-funded Institute, and could result in loss of funding or loss of key partnerships.

QUALIFICATIONS

Education and Experience

Undergraduate degree in a relevant discipline. Two years of post-secondary education in financial management or an equivalent combination of education and experience. Experience with financial and/or HR tracking or reporting systems. Experience with research project reporting coordination an asset. Enrolment in CMA or CGA program preferred.

Skills

- Advanced knowledge of financial accounting systems and human resource systems (FMS, HRMS, Excel).
- Intermediate knowledge of other computer programs and information system (Microsoft Office, PDF Pro, Databases, CMS Systems, etc.).
- Effective oral and written communication, presentation, interpersonal, analytical, problem-solving, and organizational skills.
- Demonstrated ability to assess implication of developments, anticipate issues and develop proactive strategies to mitigate risk.
- Ability to work both independently and within a team environment.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to maintain accuracy and attention to detail.
- Ability to extract complex data to produce business, statistical, and financial reports. Ability to communicate and write clear, concise business English.

Please apply online through UBC Careers at: <http://www.hr.ubc.ca/careers-postings/staff.php>

Job ID #17486

Submit a cover letter and resume by: January 27, 2014

The Search Committee would like to thank all applicants for their interest but will only be able to contact those invited for an interview.