#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Manager, Research Finance

**Job Number:** X-283 | VIP: 1061

**Band:** EXEMPT- 7

**NOC:** 0111

**Department:** Financial Services

**Supervisor Title:** Associate Vice-President, Financial Services

**Last Reviewed:**  June 10, 2021

#### **Job Purpose:**

Oversees financial administration of Research funds to ensure revenues and expenditures are properly reviewed, documented and reported and comply with the requirements of the funding body, current legislation and generally accepted accounting principles. Mentors the Research Finance team ensuring that they have the supervision, tools and training to perform their duties in an efficient and effective manner. Develops strong working relationships with the Research Office, Researchers and Research Finance team to improve reporting used for decision making and enhance customer service. Provides support to the Research Office and Researchers regarding pre-award submissions and provides risk assessments and potential financial implications of funding agency contracts. Assists the Manager of Reporting Services with tasks related to the preparation of the University’s year-end financial statements, Council of Financial Officers (COFO) Financial Report, various accountability reports required by external funders, and schedules for the external financial statement audit.

#### Key Activities:

##### Monitor and Review Financial Information:

* Ensure compliance with internal and external policy and procedures, regulations and contract restrictions including Research Tri Council Guidelines, Income Tax Act, Sales Tax and Charity Legislation.
* Review, approve and sign research reports prior to submission. Review and approve financial information and analysis prepared by team related to research accounts.

**Provide Advice, Explain or Clarify Financial Policy and Practices:**

* Ensure decision makers understand the financial implications of eligibility of expenditures, project budgets and variances, procurement processes and HR/payroll issues specific to Research.
* Provide information and make recommendations on policy and procedures. Liaison with the Research Office to plan and coordinate responses to a changing funding environment.
* Enhance customer service to support the Research Office and Researchers in decision making through improved reporting and regular team meetings.

**Financial Reporting:**

* Prepare working papers and schedules for external audit of Research and university research dollars for incorporation into the University financial statements.
* Prepare Research reporting required for the COFO Financial Report and other financial reports as required.

**Supervision, Training and Mentoring:**

* Mentor the team of Accountants and Administrators and oversee the daily activities of the team.
* Provide advice on complex issues where policies and guidelines are unclear.
* Develop new procedures to improve efficiencies for the team and ensure appropriate allocation of resources.
* Organize and assign regular duties and special projects for the team and assist in the timely completion of job activities.

**Electronic Systems and Processing:**

* Develop general reports as well as specialized reports for researchers and other users. Search and recommend improvements to the reporting and services required including system changes and development of forms, processes and procedures as it relates to research.
* Provide support and advice for new electronic system implementations whenever research account holders will be the end users.

**Support of Research Office:**

* Working closely with the Research Office, develop procedures to enhance efficiencies and customer service to researchers.
* Support the Research Office by providing financial feedback and advice related to research projects, including review of pre-award submissions and provision of risk assessment and potential financial implications of research funding agreements and contracts.

#### Education Required:

* Honours University degree (4 year) in Finance, Business, Accounting, Economics or a related field
* Professional accounting designation required.

#### Experience/Qualifications Required:

* Minimum of 5 years of recent accounting experience including relevant public accounting experience, financial statement preparation , and a minimum of 1 year experience auditing financial information. Experience within a University environment is preferable.
* Demonstrated leadership or supervision of a team.
* Strong knowledge of Tri-agency and other research funding agencies grant eligibility and reporting requirements
* Exceptional analytical skills and proven ability to provide sound professional judgement
* Excellent problem solving and communication skills including strong financial system and software package skills (i.e. Datatel, eFin, Access, Excel, etc.).
* Excellent interpersonal, analytical, organizational and planning skills, the ability to multi-task, to evaluate issues and provide alternative solutions.
* A team player that maintains calm under pressure, a self-started, proactive and service oriented individual.
* Knowledge of a university research environment is a definite asset.

#### Supervision:

* Direct reports; Research Accountants & Research Finance Administrators
* Provide training, guidance and direction, assigning and monitoring work for accuracy and completion and providing input into staffing decisions and performance evaluations.

**Job Evaluation Factors:**

**Analytical Reasoning**  
Review Research transactions for revenue and expense transactions to be processed to the general ledger ensuring proper audit evidence and approvals support the transaction. Ensure the transactions adhere to generally accepted accounting principles, funding agency guidelines as well as University policies and procedures. Review and approve financial statements as prepared by the Research accountants prior to submission to the funding agencies. Implement process changes and document procedures to increase accountability over Research. Expand reporting software capabilities to increase the timeliness of report generation related to Research.

**Decision Making**Review, audit and evaluate financial information contained in reports to funding agencies to satisfy the report can be authorized and approved prior to the dissemination of the financial report. Ensure the reports are properly supported by transaction records and source documentation and is in accordance with the funding guidelines. Create and maintain reporting templates to standardize the various reporting requirements ensuring the audit trail to the detailed information is readily available. Liaison with the Research Services to encourage interdepartmental communication, cooperation and improve service levels. Provide risk assessment and potential financial implications of funding agency contracts to the Research Office and Researchers prior to signing of contracts.

**Impact**

Government funding and other funding sources could be withheld and not advanced to the institution if the individual made poor judgements when reviewing and approving financial statements and reports to the funders. Bad information in reports would reflect poorly on the reputation of the institution and also jeopardize philanthropic donations to the institution. Consequence of poor judgement would have a significant negative impact university wide as well as jeopardize the reputation of the institution publicly. Not properly assessing the risks and potential financial implications of research agreements could create significant unexpected obligations and/or risk, including risk to the university’s reputation.

**Responsibility for the Work of Others**

* Research Accountants
* Research Finance Administrators

**Communication**

Internal:

* Department heads/ secretaries - interpretation of policies and procedures
* Research account holders - establishing accounts with University, requesting advances, interpretation of policies and procedures, support for decision making related to use of Research
* Research Office – establishing procedures, assessing risks and financial implications, collaboration and cooperatio

External:

* External auditors - internal/ external audits clarification of accounting interpretations
* Research grant funding agencies – financial and audit staff – provide a liaison with the various funding agencies from the Federal, Provincial and municipal government and also our corporate partners
* Other universities - various personnel- research, other procedures

**Motor/ Sensory Skills**

* Dexterity - Using windows programs, operating a mouse on a PC and spreadsheet, word processing editing, data files for interfacing to general ledger and maintain integrity of information.
* Visual - Seeing all information on computer screens/ reports which may be incorrect or pertinent in interpreting information to provide the correct analysis.

**Effort**

Mental:

* Sustained concentration - Required to work through system and accounting issues and problems to identify consequences, areas affected, to come to appropriate resolution while dealing with interruptions requiring immediate attention
* Focus, seeing - Reading material/reports/documentation computer screen in analyzing problems- editing computer files for proper interfacing to general ledger
* Listening - Required to resolve problems, understand emerging issues, ask appropriate question for clarification

Physical:

* Business travel occasionally requiring overnight stays causes disruption to work routine and family life

**Working Conditions**

Physical:

* Sitting - Periods of long exposure working on computer

Psychological:

* Conflicting work priorities
* Changing deadlines/ time pressures
* Interruptions
* Multiple competing demands