**Department of Human Resources**

**Exempt Job Description**

**Job Title:** Director, Planning and Budget

**Job Number:** X-328

**Band:** 9

**NOC:** 0111

**Department:** Financial Services

**Supervisor Title:** Associate Vice President, Finance

**Last Reviewed:** April 20, 2016

**Job Purpose**

The Director, Planning and Budget will drive the development of the University’s operating budget, by developing tools to allow budget developers more transparent access to data relevant to their own areas of responsibility to facilitate local decision-making. It will also produce Trent’s annual Operating Budget Report and develop mechanisms which facilitate the monitoring of university finances throughout the year.

**Key Activities**

**Planning & Budget**

1. Forecast operating grant and tuition revenue based on enrolment forecast.
2. Proactively monitor the external environment to support planning and decision making including developments in government funding.
3. Verify the accuracy of funding allocations.
4. Prepare reporting packages for Finance & Property Committee, Audit Committee and Investment & Pension Committee to provide updates and to support requests for authorization (e.g. Financial Update, Debt Capacity, Annual Report on Ancillary Budgets, capital projects).
5. Support the AVP Finance in the development and implementation of the new Responsibility Centred Management budget model (RCM).
6. Prepare annual Operating Budget Report for printing and posting on web.
7. Prepare cash flow projections, scenario analysis, computer modeling and recommended accounting treatment for proposed capital projects. Review RFPs, contracts and other documentation and provide comments and suggestions.
8. Conduct research and advise on emerging issues and best practices, with reference to other Canadian universities and accounting standards.

**Institutional Research**

1. Oversee the collection, analysis and reporting of data necessary for institutional policy analysis, strategic planning and decision making.
2. Assess and report on student needs, engagement and satisfaction through various internal and external survey methodologies, including CUSC, NSSE, CGPSS, Globe and Mail and Ontario Graduate Survey.
3. Collaborate with the Strategic Enrolment Management team and Finance to develop and update the multi-year enrolment forecast.
4. Coordinate, verify and submit the quarterly enrolment submissions to MTCU.
5. Represent Trent at the Council of Ontario University’s Canadian University Planning Association committee and any of its relevant subcommittees.

**Analytical Reasoning**

Well-developed analytical reasoning required to think through problems, assess options, understand processes, develop computer models, communicate results and write reports on a diverse range of planning initiatives and special projects. Incumbent requires ability to interpret complex documents and apply principles (e.g. CPA Handbook, legal documents, MTCU guidelines).

**Decision Making**

Use initiative in planning and organizing all work based on general guidance from AVP, Finance regarding overall goals and objectives.

**Impact**

Impact on the organization is significant and long term. Errors that go undetected may affect recommendations, decisions or actions, leading to a negative impact to the whole organization. Areas of potential impact could be in the organization’s reputation. Incorrect information could result in reduced enrolment and retention. Ultimately, there is a significant reputational and financial risk to the institution if the Director, Planning and Budget is not strategic and effective in leadership and decision making.

**Education Required**

* Master’s Degree in Finance, Business, Economics or a related field
* Professional accounting designation preferred

**Experience Required**

1. 6 to 8 years of relevant budget/financial management experience, including supervisory experience
2. Experience using decentralized computerized financial systems (preferably Datatel)
3. Proficient in MS Office suite of products, with advanced Excel financial and statistical functions
4. Able to prioritize multiple, conflicting deadlines
5. Self-motivated, able to work independently and attention to detail
6. Effective verbal and written communication skills

**Responsibility for the Work of Others**

Direct Responsibility for the Work of Others:

* Institutional Research Analyst
* Project Manager/Institutional Research Systems Analyst
* Manager, Budgeting Services
* Budget Analyst

Indirect Responsibility for the Work of Others:

* Ensures errors in the work of others are corrected in the financial records ensuring the accuracy and integrity of reports
* Reviews communication prepared by others for accuracy and completeness and provides comments for amendments

**Communication**

Internal:

* Job requires contact with Provost and Vice Presidents, Directors, Registrar’s Office, Deans, Chairs, Faculty, Managers, Academic Advisors, Students and Committees.

External:

* Lenders – administration of long-term financing
* Auditors - annual external audit and financial reporting consulting
* Legal counsel – legal opinions for debt financing, real estate transactions and contracts
* MTCU, COU
* Other post-secondary institutions

**Motor/ Sensory Skills**

* There is a requirement for a high level of precision in motor or sensory skills with some tolerance level. Job duties include keyboarding throughout the day and require dexterity involving attention to detail and accuracy.
* Keyboarding - a lot of time spent on the computer, using keyboard skills – attention to detail and accuracy required.
* Hearing/Verbal - communicate effectively with internal and external audiences

**Effort**

Mental:

* Sustained concentration and focus – to complete complex work within tight deadlines and to read and interpret complex documents.

Physical:

* Long periods of sedentary work e.g. keyboarding, working on spreadsheets, inputting and verifying accuracy of detailed information, writing reports

**Working Conditions**

Physical:

* Sitting for long periods of time

Psychological:

* The position involves stress related to the institutional dependence on data accuracy to make decisions that affect enrolment, the budget and institutional reputation.