



JOB DESCRIPTION

VICE PRESIDENT, Finance and Administration

Position Summary

Reporting to the President and Chief Executive Officer and an integral member of the Executive Leadership Team, this position provides leadership and direction relating to the administration, finance, facilities, and information technology functions of the College. The VP will champion an organizational culture of excellence, client-focused, accountability, team, sustainability, innovation and effectively mentor cross-functional teams and build strong connections with business partners and customers. With strong negotiating and problem-solving skills and a candid communication style, the position advocates for common sense and evidence-based business decisions.

The VP will work collaboratively across all aspects of the institution to develop and implement corporate management and accountability frameworks, provide leadership on effectiveness and efficiency measures to ensure effective delivery of College operations, and excel at providing support services to internal and external clients. The position will be based out of the Administration Office in Weyburn, providing oversight of the portfolio for the entire organization. Travel will be required to meet with stakeholders and maintain regular visits at each campus location.

LEVEL	8 OOS
LOCATION	Weyburn
SCOPE OF WORK	

- | | |
|---------------------------|---|
| 1. Division: | Finance and Administration,
Executive Leadership Team |
| 2. Function: | Out of Scope Management |
| 3. Supervisor: | President and CEO |
| 4. Direct Reports: | Managers of – Information Technology, Facilities, & Finance |
| 5. Budget Responsibility: | Full |

Key Accountabilities

The Vice President will:

Leadership and Management

1. Establish priorities consistent with the mission, vision, values and strategic direction of the College and allocate financial, material, and human resources to achieve established objectives.
2. Provide vision, leadership, strategic direction, management, and support for financial operations, budget, payroll, insurance, capital building projects, business plan and risk management.
3. Participate with senior management in the development of annual business plans and specific action plans for achieving the strategic direction of the institution.

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4. Responsible for the recruiting, hiring, professional development, supervision, performance management/evaluation and discipline of staff within responsible units.
5. Provide leadership and direction to assigned staff and ensure that a working environment is maintained that is conducive to teamwork and effective, efficient workflow
6. Works across the College to develop and communicate opportunities, performance metrics and success.
7. Maintain extensive consultation, coordination, contact and liaison with key external agencies and organizations and internal clients.

Information Technology

8. Ensure an appropriate level of computing services is available for administrative and support functions within the College, as well as those required in the classroom and other client support areas. This will include ensuring a strategic approach to the acquisition, maintenance and replacement of all computer hardware and software to meet current and future needs.
9. Ensure appropriate corporate policy on operating systems, application software, internet, student access and usage of computers.
10. Ensure effective and efficient telecommunications to support of all College computer functions including but not limited to administration, program support and coordination, student information systems, labs, classrooms and any other client support systems.
11. Provide oversight to ensure that the information technology and systems are maintained in an effective manner to provide reliable service to all user groups.

Finance

12. As the Senior Business Officer for the College, oversee the accounting function ensuring that adequate and appropriate internal controls and processes are implemented in the College to maintain accurate and complete financial records.
13. Develop long term cost-effective business and financial strategies to support College initiatives, analyzing data to make sound decisions, recommend operational efficiencies, and forecast revenue projections.
14. Determine the fiscal impact of provincial budget allocations and provide expertise on major capital building projects.
15. Co-lead a multi-year entrepreneurial initiative to support and grow businesses in the southeast region of Saskatchewan.

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16. Ensure an effective financial reporting system is in place to respond to internal user needs and to meet the obligations of the College for reporting to external bodies. The position is responsible for ensuring adherence to Public Sector Accounting Board Standards.
17. Lead the development of the annual budget (operational and capital), including establishing the appropriate templates, evaluation of budget submissions for all cost centres, and consolidation of budgetary estimates for the College as a whole. The position is responsible for preparation of budgetary estimates consistent with formats required by the Ministry responsible for post-secondary education.
18. Monitor the approved budgets on an ongoing basis, advising the President on the financial status of the institution and provide advice on areas of concern or opportunity. This position will meet the obligations for college reporting as set forth by the President and the Board.

Administration

19. Ensure sound administrative policies and procedures are in place to safeguard assets, provide a safe and healthy environment for staff and students, and to ensure that the work requirements of the institution are discharged in a timely and efficient manner.
20. Oversee the provision of ancillary services for the College, including but not limited to: telephone services, security, mail, furniture and equipment, insurance, photocopying services, banking arrangements and legal services.
21. Ensure that the College's assets are properly managed and appropriate inventory records are maintained.
22. Effectively communicate with and provide counsel to the President and College staff on matters related to the administration of the College. As part of this process, the VP will ensure that required administrative policies and procedures are developed and communicated to staff.
23. Administer the capital budget, ensuring appropriate controls and policies are in place for the acquisition and disposal of capital assets. The position will advise the President on matters pertaining to fixed asset acquisition and disposal.

Facilities

24. Oversee contractual arrangements for all College facilities. This includes establishing and monitoring appropriate lease arrangements, janitorial and maintenance contracts, and capital projects.
25. Evaluate facility needs and develop appropriate preventative maintenance and asset renewal strategies to satisfy the long-term facility requirements of the College.
26. Oversee all renovations and construction of facilities.

Performance Measurement and Reporting

27. Manage and coordinate organization-wide efforts to ensure that performance management systems and reporting are developed and managed using a data-driven focus that sets priorities for improvements aligned to ongoing strategic imperatives.
28. Lead, build, direct, manage, and ensure implementation and effectiveness of the College's Performance Management and reporting.
29. Lead the implementation of a performance management and improvement process resulting in a positive and measurable impact on the College and southeast region of Saskatchewan. Coordinates across the College's performance and quality initiatives to ensure alignment and optimal use of resources.
30. Increase the College's capacity to evaluate and improve the effectiveness of practices, partnerships, programs, use of resources, and the impact of systems' improvements on the College.
31. Ensure data is collected on a timely basis, regular reports on progress are distributed, and make recommendations for future improvements based on the data.

It is noted that the duties and responsibilities outlined are representative, but **not all-inclusive**.

REQUIRED SKILLS & COMPETENCIES

Analytical Thinking Understands situations by breaking them down into smaller events then tracing implications and organizing elements in order to explain circumstances, identify solutions and resolve problems.

Business Acumen The ability to understand business functions within the organization and industry. Uses and balances information about business drivers and trends such as revenue, costs, client needs, and short and long-term needs to guide activities.

Communication Demonstrates an ability to communicate effectively in a wide variety of situations including: face-to-face, by distance and in writing.

Decisiveness The demonstrated ability to make timely, appropriate decisions regarding issues of major importance to the organization, its people and its community, even when faced with incomplete information or controversy.

Project Management Oversee large-scale projects working with partners and stakeholders to identify resource needs, schedule tasks, and forecast project costs and timelines.

Planning and Goal Setting Regularly reviews own priorities and plans and those of direct reports, adjusting goals as those of the department and organization change.

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Relationship Building Demonstrates an understanding, open, and positive attitude toward others, nurturing and valuing respect in the workplace, collaboration, and positive relationships with others in the work unit and across the organization.

Results Oriented Consistently demonstrates a focus on achieving results despite obstacles and challenges by being concerned with the quality of work and achieving or surpassing excellence standards.

Strategic Business Sense A demonstrated ability to (a) recognize internal and external patterns and trends in the organizational environment (b) understand the capabilities of the organization and then (c) use this knowledge to develop strategies that ensure organizational success.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- ✓ A minimum of 5-7 years at a senior management level, a master's degree in a relevant discipline, and a CPA designation are requirements for this position.
- ✓ A working understanding of facilities management and information technology is also required.
- ✓ A solid understanding of the post-secondary environment is desirable.
- ✓ Working understanding of performance management, project management, and reporting systems/processes.
- ✓ Ability to develop and manage a professional working group to optimize talents and energies.
- ✓ Demonstrated ability in financial planning, capital project administration and management, and oversight of a complex division.
- ✓ Ability to establish and maintain effective working relationships with College staff, external agencies, business and industry and individuals in the community.
- ✓ Demonstrated experience leading and managing multiple diverse functional units at a senior level where significant analysis and judgment were required.
- ✓ Demonstrated financial management and budgeting skills in a multi-million dollar environment.
- ✓ Demonstrated skills in negotiation of and development of sophisticated contracts required for provision of capital assets or operational needs of the College.
- ✓ Demonstrated experience in the development and presentation of business cases and/or proposals.
- ✓ Superior communication skills – as normally demonstrated through significant experience in writing comprehensive reports, proposals, and documents for senior internal consumption and for external viewership, and presenting to various audiences.
- ✓ Ability to initiate, anticipate, shape and adapt to emerging opportunities.
- ✓ Must be prepared to schedule hours of work according to the demands of the position, outside of traditional work hours when necessary.
- ✓ Must possess a valid driver's license and be willing to travel.
- ✓ Satisfactory Criminal Record Check required.

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