Associate Director, Finance and Operations

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Professional and Managerial Group

Associate Director, Finance and Operations

College of Arts (March 2019 to June 2019)
College of Social and Applied Human Sciences (June 2019 to September 2020)

Hiring #: 2019-0091

Please read the Application Instructions [1] before applying

Unique opportunity with the College of Arts (COA) and the College of Social and Applied Human Sciences (CSAHS) for the position of Associate Director, Finance and Operations (ADFO), covering for the temporary absence of the regular incumbents.

Reporting to the Dean, COA (March 2019 to June 2019) and the Dean, CSAHS (June 2019 to September 2020) and the Associate Vice President Finance, the ADFO is the key administrative professional for the College. The Associate Director will serve as the chief administrative officer over all components of college resource management including: financial, human resource, space and operational logistics. In this capacity, the ADFO plays a major support role to the Dean in the successful realization of college strategic priorities, operational goals and the use of effective and efficient administrative procedures and practices. The ADFO also serves as an important advisor to the Dean on a wide variety of planning and policy matters including the interpretation and implementation of existing and new or changing policy or legislative requirements.

As part of the senior leadership group in the COA/CSAHS, the ADFO actively participates in the development of college strategic and operational planning, the implementation of major college initiatives and from time to time leads special projects. In addition, an important role for the ADFO will be ensure the college has access to the necessary information on which to base sound decisions. This responsibility will include not only financial information, but enrolment, human resource and space data that must be accessed from a variety of sources. Application of sound analytical techniques will be necessary in order to ensure data is interpreted accurately and effectively applied. Both direct and functional supervision is required as the ADFO will be responsible for the oversight and operational management of college support staff in a number of administrative areas.

Requirements of the position include: completion of an undergraduate degree in Business, Accounting, Finance or Commerce (Masters degree preferred) and a CPA designation, and a minimum of eight (8) years of related experience. Applicants should have proven knowledge of financial and accounting principles and procedures, be able to conduct financial analyses, and be able to generate reports for decision making. Applicants also require: progressive management and administrative experience, including experience with organizational design, managing human resources, risk assessment, resource allocation and mitigation strategies; experience dealing with complex and sensitive issues; progressive leadership experience; knowledge of Canadian University operations, including understanding teaching and research; ability to supervise and manage staff and resolve staff problems; skills in negotiation, onboarding, persuasion which are critical for implementation of strategy and the adoption of college-level goals; progressive planning experience; excellent interpersonal and communication skills; and experience finding solutions for a complex organization with various competing stakeholder groups. Knowledge of various stakeholder interests and an ability to think through the implications of decisions as they relate to strategic, financial and operational goals are needed. An understanding of the Arts and Humanities, Social and Applied Human Sciences and higher education research funding. Finally, the ability to build strong working relationships to promote effective ongoing engagement among college and central support services to ensure college and University process and policies are aligned.

(Covering) Position Number     251-025 & 250-017
At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 02 07
Closing Date: 2019 02 21

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