PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>992663</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Financial Project Officer</td>
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<tr>
<td>Department:</td>
<td>Research Services</td>
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<tr>
<td>Reports to:</td>
<td>Director, Institutional Programs</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct______ Indirect______</td>
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<tr>
<td>Classification Level</td>
<td>SG8</td>
</tr>
<tr>
<td>Current Incumbent (if applicable)</td>
<td>NA</td>
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<tr>
<td>Last Updated</td>
<td>March 2016</td>
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2. Position Summary

The Office of Research Services (ORS) supports the research mission of UVic, to benefit society through the advancement and application of knowledge, creative and artistic expression, and the creation of a research inspired learning environment. The ORS provides services to faculty in support of their research, including providing information about research opportunities, support for developing research proposals and setting up projects including account set-up and the required regulatory approvals.

The Institutional Programs unit provides strategic support to major grant programs, coordinating the identification, selection, development and management of complex, high risk, multi-partner projects. The unit is responsible for managing UVic’s participation in national and provincial programs including, but not limited to, the Canada Foundation for Innovation (CFI), the Canada Research Chairs (CRC), the British Columbia Knowledge Development Fund (BCKDF), the BC Leading Edge Endowment Fund (LEEF), and Western Economic Development (WED).

The position provides project management support to both major and minor institutional research projects. The position reports to the Director, Institutional Programs and works closely with the Senior Project Officer.

During the pre-award phase, the position is responsible for the development of complex multi-funder budgets ($200K to $50M) in coordination with researchers and other administrative units. Budget development includes documenting project requirements, coordinating cost estimates, and identifying project risks.

The Financial Officer is responsible for providing post-award support to ensure the research infrastructure is developed and commissioned according to budget and in compliance with funders’ guidelines. With the assistance of the Institutional Programs Liaison, the position is responsible for confirming the eligibility of project expenses, monitoring expenditures and reporting to researchers and managers on the financial status of each project. For minor projects ($200K to $1M), the position provides comprehensive project management support, working with researchers to successfully achieve project outcomes.

The position works in partnership with managers and staff in departments throughout the University, including Purchasing Services, Research Accounting, Facilities Management, Systems, and Occupational Health, Safety and Environment. In addition the position works with collaborating institutions and external research funding agencies.
### 3. Key Responsibilities and Expectations

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<th>Key Responsibilities. % of time</th>
<th>Expectations:</th>
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| **1st Budget Development 30%** | • Responsible for the development of budgets ($200K to $50M) for proposed projects.  
• Support the development of complex, multi-funder budgets ($200K to $50M) that often include partnerships with other universities and public and private institutions. This development is done in collaboration with the Senior Project Officer and requires the coordination of researchers and staff in Purchasing, Research Accounting, Facilities Management, Systems, and OHSE.  
• Identify and address potential financial risks for UVic as a result of each proposed project.  
• Coordinate the researchers and staff in other units to ensure the proposed budget will support the successful implementation and long-term sustainability of each project.  
• Advise researchers, staff and others on campus on policies procedures and requirements for funding applications. Maintain expert level knowledge of funder requirements and guidelines. This requires continuous review of funder websites, bulletins, documents; liaising with funding agencies; participating as an active member of Canadian Association of Research Administrators (CARA); and attending webinars and conferences. |
| **2nd Financial Management 30%** | • For minor projects ($20K to $1M), responsible for planning and implementing the procurement and development of research infrastructure in consultation with researchers and staff from appropriate UVic departments.  
• For major projects ($1M to $50M) provide financial support to the Senior Project Officer in the development of procurement plans.  
• With the assistance of the Institutional Programs Liaison, responsible for confirming the eligibility of project expenses, monitoring expenditures and tracking contributions. |
| **3rd Project Management 20%** | • For minor projects ($200K to $1M), responsible for:  
  o Developing project plans (including plans for procurement, HR, risk management, and communications) in consultation with researcher and staff from appropriate UVic departments.  
  o Controlling changes to project through change management processes, including formal applications for amendments to agreements with funding agencies.  
  o Organizing and leading regular meetings with researchers and staff from appropriate UVic departments for individual projects to review schedules, budgets, risks, issues and reporting requirements.  
• Maintain project-related documentation |
| **4th Project Reporting 10%** | • Responsible to provide financial reports of projects to researchers, the Research Services Operations Advisory Group, Vice President Research Executive and, when required, to other units  
• Support Research Accounting in the development of financial reports required by funder agencies.  
• Review and recommend approval of financial reports for institutional projects. |
| **5th Process Management 10%** | • Analyze and recommend improvements to financial processes, in consultation with managers and staff in UVic departments |
including Purchasing Services, Research Accounting, Facilities Management, Systems and OHSE.

- Work with Director, Institutional Programs and Senior Project Officer to develop and implement new processes
- Create and maintain procedures manual for Financial Officer position responsibilities and duties

### 4. Classification Factors:

**Problem-Solving:**
Institutional Programs works with projects, unique in nature, that require in-depth analysis of variable problems. Solutions require the ability to interpret the different needs of many stakeholders (researchers, administrative offices, university executive, Federal and Provincial Governments, industry, etc.) and to apply creative thinking. Solutions are typically not straightforward and require investigation and coordination of multiple resources.

**Responsibility for Financial & Material resources:**
The position requires considerable responsibility for resources. It is responsible for the development of budgets ($200K to $1M) and supporting the development of large budgets (up to $50M).

Budget development includes:
- Building an itemized list of equipment and services to be purchased;
- Ensuring eligibility of budget items for funding agency approval;
- Identifying and confirming sources of funding (typically include several funding agencies, and institutional and industry contributions);
- Developing cash-flow;
- Identifying and minimizing possible budget related risks to UVic and to the projects; and
- Confirming UVic Purchasing policies and procedures are followed when generating cost estimates.

For minor projects ($200K to $1M), once a project budget is approved, the Financial Project Officer manages the project's financial resources. Responsibilities include:
- developing a procurement plan in consultation with the researcher;
- coordinating purchases in accordance with procurement plan;
  - defining specifications;
  - identifying potential suppliers;
  - monitoring purchasing processes including RFQ, RFP, NOI, etc.;
  - assisting in development of services contracts;
  - confirming delivery of purchases;
  - recommending approval for payment of individual purchases by account holder;
- managing select contracts (contract values range from $3,500 to $100,000);
- tracking project expenditure; and
- reporting project expenditure and variance from approved budgets.

For major projects ($1M to $50M), the Financial Project Officer supports the management of the project's financial resources by:
- coordinating approval for payment of individual purchases by account holder;
- tracking project expenditure; and
- reporting project expenditure and variance from approved budgets.

Each project requires the administration of several accounts.

**Responsibility for Human Resources:**
The Financial Projects Officer is supervised by the Director Institutional Programs.

The Financial Project Officer works with the Institutional Program Liaison, providing indirect supervision, when managing, tracking and reporting the financial activities of projects. The Financial Project Officer provides guidance on funder’s guidelines, advice on processes, and coordination on targets and tasks.
The FPO provides continuous operational support on financial management to teams composed of researchers, students and staff from other offices.

**Impact of Decisions and Actions:**
The actions of the FPO have a high impact on the outcome of projects.

The budgets developed have to be very accurate due to the very limited flexibility of the funding agencies. Negative deviations in the budget would result in either the reduction of scope (negative impact on the research outcomes) or the addition of institutional contributions (negatively impacting the University's finances). Due to the size of these projects, the impact could be high.

On the other hand, creative decisions and actions could have considerable positive impacts on the projects (by reducing costs and therefore increasing the infrastructure installed at UVic) and/or the university finances (by eliminating the need for financial contributions).

**Independence:**
The position demonstrates considerable judgement and independence when working with researchers to create project budgets and to monitor and report on project expenditure. Each project budget must be developed through consultation and negotiation with a large number of stakeholders to ensure that:

- The project is achievable within the budget requested;
- The overarching UVic policies (e.g. Purchasing Services Policy) are followed; and
- The policies and guidelines of funding agencies are followed.

Once the project proposal, including the budget, has been approved, the FPO recommends approval of project expenditures.

**5. Summary of qualifications:**
This position requires an undergraduate degree in a discipline related to business administration, formal training in Project Management, strong accounting and/or financial knowledge, with demonstrable finance related training, plus a minimum 4 years of experience in research project and financial administration.

An equivalent combination of education and experience may be considered.

In addition this position requires:
- Related experience in an academic (or equivalent) environment with an understanding of University structure, policies, and procedures;
- Excellent analytical, critical thinking and problem solving skills;
- Superior communication skills, both written and verbal;
- Ability to build and maintain productive working relationships with all stakeholders;
- Ability to work independently and collaboratively in a team environment;
- Highly motivated, customer-oriented and adaptable working style;
- Excellent computing skills using MS Office, complex databases, accounting and financial systems, collaboration platforms etc.;
- Ability to work effectively with a diverse population and with all levels of university personnel; and
- Demonstrated administrative and organizational skills.

**Employee’s Signature:**

**Date:**

**Manager’s/Supervisor’s Signature**

**Date:**