Position Title: Risk Management & Budget Associate

Department: Budget & Capital Planning / Treasury & Risk Management

Position Number: 991919

Salary Grade: Exempt Support Level 4

Reports to: Director of Budgets / Manager of Risk, Insurance & Continuity Planning

Last Updated: January 2019

A. Summary Overview of Work Unit

The purpose of the Budget Office is to forecast and develop budget framework model recommendations to the executive and integrated planning group for the university's operating budget. As well the office coordinates and manages the day-to-day operations with respect to the University's Operating Budget, provides advice and information to Deans, Chairs/Directors and Departments for making informed decisions on the management of their funds and is responsible for the development of costing and financial information for collective bargaining purposes. The Budget Office is also responsible for position control within the University's operating fund. The Budget Office is dedicated to being an accessible resource to the University's ever-changing environment through technical and administrative support.

The Treasury and Risk Management department is responsible for identifying and mitigating risks at institutional and departmental levels. Risks are managed by implementing risk mitigation strategies to transfer, accept or avoid. The department supports the use of mitigation tools such as insurance, business continuity management, contract review, waivers, and other relevant programming and to safeguard institutional assets. The department conducts risk assessments on new initiatives, researches best practices and recommends solutions.

B. Summary of Position's purpose/ function

The purpose of this role is to manage the Universities policies and procedures in relation to position control, budget management and to support the implementation of risk management strategies such as business continuity and insurance. The Associate position is responsible for providing support to the university community around departmental operating budgets and position control.

This position works closely with all members of the budget office in the development of the University’s budget, investigating confidential personnel information, providing support when there is collective bargaining, as well as the maintenance and oversight of the budget throughout the year.

The Associate is responsible for providing advice and support to the University community (including University leaders, managers and their delegates). The Associate assesses the urgency and complexity of client and/or office requests and provides advice in situations requiring factual information for a wide variety inquiries including: budget policies and processes, salary increase information, new position life cycle information, approval processes, insurance, business continuity and support other risk management programming. The position maintains and updates internal office procedures as well as ensures adherence to the University’s policies as they correlate with this role. The Associate manages the position control process including the approval of postings within Monster and continuously looks for efficiencies within current budget procedures and processes.

The Associate also provides project support to the Financial Planning Analyst, Budget Director and Risk Manager when required.
## C. Primary Responsibilities & Accountabilities

<table>
<thead>
<tr>
<th>Responsibility/Accountability</th>
<th>25% Of time</th>
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<tbody>
<tr>
<td><strong>Direct Client Services</strong></td>
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<tr>
<td><strong>Duties:</strong></td>
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<tr>
<td>• As part of the team with the Director of Budgets and Budget Analyst, the Associate provides guidance on administrative policies and procedures in relation to the clients Operating Budget and/or position management.</td>
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<tr>
<td>• Responds to routine client questions regarding the Budget System and/or their operating budget. (i.e. appropriate forms, contacts, processes and procedures to follow).</td>
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<td>• Works with departments on budget issues, trying to resolve the issues independently or in conjunction with the Budget Analyst.</td>
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<td>• Works extensively with clients to assist them regarding the process involved in posting jobs to Monster (i.e. position numbers, approval chains and budget for positions).</td>
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<td>• Seeks advice regarding matters of a complex or contentious nature from the Financial Planning Analyst or the Budget Director.</td>
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<td><strong>Insurance Programs</strong></td>
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<td><strong>Duties:</strong></td>
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<tr>
<td>• Processes insurance transaction requests submitted by client groups including arranging automobile insurance, generating certificates of insurance, and tracking shipment insurance.</td>
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<td>• Processes insurance policies including hard copy and digital insurance documents and prepares invoices for payment.</td>
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<td>• Processes insurance claims for internal client groups.</td>
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<tr>
<td>• Works with departments on insurance issues/questions, trying to resolve the issues independently or in conjunction with the Risk Manager.</td>
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<tr>
<td>• Provides advice on procedures to clients relating to insurance responsibilities and seeks advice regarding matters of a complex or contentious nature.</td>
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<td>• Updates and creates procedure documents for various insurance programs.</td>
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<tr>
<td><strong>Supporting Business Continuity Management (BCM) &amp; Risk Management Programs</strong></td>
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<tr>
<td><strong>Duties:</strong></td>
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<tr>
<td>• Supports the BCM program completing data entry into template forms for clients, scheduling and attending meetings with the Manager to take minutes for meetings.</td>
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<td>• Processes requests for releases of liability (i.e., waivers) for international travelers.</td>
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<td>• Supports the confidential criminal background check process developed for areas on campus that work with children (i.e. UVic camps).</td>
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<tr>
<td>• Supports new and existing risk management programming including requests for space by internal/external clients; sending requests for information.</td>
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<td>• Updates and creates procedure documents for various risk management related programs and completes other administrative tasks as required.</td>
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<td>• Researches best practices, and makes recommendations to existing or new programming.</td>
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Responsibility/Accountability: Monitoring and Reporting 10% Of time

Duties:
- Provides key support at the transactional level to University faculties and departments with respect to budgets and position control management.
- Assists in reconciling faculty salary lines with budgeted positions and investigates discrepancies.
- Reviews staff salary lines with budgeted positions and investigates discrepancies.
- Ensures auditable documents are organized, tracked and stored appropriately.
- Frequently confers with payroll to verify, clarify and confirm salary data for staff positions.
- Brings unsolvable issues and discrepancies in data to the attention of Financial Planning Analyst.

Responsibility/Accountability: Participation in Budget Development and Maintenance 5% Of time

Duties:
- Works with the Financial Planning Analyst and University’s faculties and departments on the development of their annual preliminary budget.
- Assists with the overall budget reconciliation process.
- Works with departments on carry over utilization and drawdowns.
- Refers to collective agreements and implements salary changes within the budget.
- Assists the Financial Planning Analyst in the creation of the year end spreadsheets.

Responsibility/Accountability: Communication 10% Of time

Duties:
- Communicates proactively and provides support for budgetary and position control management to University clients.
- Provides advice and guidance to account holders regarding policy, processes, and procedures to assist them in managing their operating accounts.
- Maintains ongoing communication with HR and payroll regarding position information.

D. Supervision

Supervisory Responsibilities (if applicable):
No positions supervised either directly or indirectly. The position may occasionally provide informal work direction/guidance for the completion of tasks by admin support staff.

E. Finance

Financial Responsibilities (if applicable):
This position handles financial transactions which can sometimes be of significant dollar value (e.g. equipment reserve drawdowns, carryover drawdowns). In this regard, the Associate will:

- Maintain and transfers budget for staff positions (e.g. new hires, resignations, retirements, reclassifications, changes in FTE, etc.) and insurance related transactions.
- Provide accurate reports on financial information (i.e. benefits, salaries) when requested.
- Provide client support on how to obtain the financial information themselves from financial system.

F. Human Relations

**Nature of service provided and contacts served:**

This position is responsible for building and maintaining effective relationships with a wide variety of internal stakeholders and requires strong human relations skills for managing many of the interactions. In this context, the Associate is responsible for:

- Providing information and support to University clients with respect to the operating budget position control and risk & insurance related processes.
- Working collaboratively with HR and payroll to ensure the integrity of position control. Is sometimes required to influence changes through discussion of processes and procedures.
- Providing support to the Financial Planning Analyst and/or Budget Director during collective bargaining negotiations.
- Providing support and training to University clients. While the position mainly provides information, it is often required to influence the behavior of others.

G. Decision-Making and Accountability

Most decisions are guided by established standards of practice and protocol, or formal written agreements. Based on established alternatives, decisions regarding what needs to be done generally require analysis, basic interpretation and a choice of action. In this regard, the Associate:

- Works independently and makes day-to-day decisions with respect to the management of staff positions, budget transactions and risk management transactions.
- Most decisions are guided by established standards of practice and protocol, or formal written agreements. Based on established alternatives, decisions regarding what needs to be done generally require analysis, basic interpretation and a choice of action.
- Researches and compiles data in order to identify past practices, precedents or patterns to inform decision making.
- Compiles complete, accurate financial information and ensuring consistency and integrity of financial data.
- Is responsible for all staff positions being posted and approved with by the appropriate level of authority in the HR hiring system (Monster). Work at this level is rarely checked. Allowing postings to be approved without proper budget approval could have a significant financial impact on the University as well as the diminished confidence for clients, Financial Planning Analyst and Budget Director regarding the reliability of the information provided by this position.
H. Minimum qualifications

Skills:

- Ability to multi task, organize and prioritize work.
- Excellent computer application skills (data extraction and manipulation) including work with relational databases. Must have advanced level skills with Microsoft Excel. An aptitude in working with general office applications such as the Office Suite. Will also require ability to work with Banner, the FAST suite of products, and other software as needed.
- Ability to listen and ascertain the needs of clients and respond accordingly in a timely and efficient manner.
- Excellent interpersonal skills including a pleasant and professional attitude and the ability to communicate effectively with all levels of staff.
- Ability to work well with frequent interruptions.
- Requires problem-solving skills and creativity to develop solutions in an increasingly complex environment.
- Requires ability to work under pressure and within tight deadlines.
- Must have highly developed interpersonal and communication skills with ability to develop strong relationships. This includes the ability to coach individuals on software systems which they are not familiar with.
- Requires a solid understanding of systems and processes.
- Experience working in a complex unionized organization.

Specialized Knowledge/ Education:

- At minimum, a level of education and training equivalent to a Diploma in Business Administration.
- Requires a solid background in finance. A strong understanding of payroll would be beneficial.
- Requires a strong understanding of generally accepted accounting principles (GAAP) which includes the ability to read and interpreting operating statement and balance sheet data.
- Some knowledge of the basic principles of insurance, risk management and/or business continuity is desirable but not required.

Experience:

- 3 – 5 years of related experience

Unusual Working Conditions:

Longer than normal work hours expected at year-end / new fiscal (end of March to end of May). Often under quick turnaround timelines for clients waiting for positions to be posted. Frequent data entry is required.
H. Organization Chart

Associate Vice-President
Financial Planning and Operations

Director of Budgets

Treasurer

Manager of Risk, Insurance, & Continuity Planning

Financial Analyst

Risk Management & Budget Associate

Job Holder's Signature ________________________________

Supervisor's Signature ________________________________