PEA Job Description

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>991898</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Finance Team Lead</td>
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<tr>
<td>Department:</td>
<td>Ocean Networks Canada</td>
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<td>Reports to:</td>
<td>Finance Manager</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct__4__ Indirect_____</td>
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<tr>
<td>Classification Level</td>
<td>SG 8</td>
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<tr>
<td>Last Updated</td>
<td>February/2019</td>
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2. Position Summary

Ocean Networks Canada (ONC) is a world-leading organization supporting ocean discovery and technological innovation. ONC is a not-for-profit society that operates and manages innovative cabled observatories on behalf of the University of Victoria that supply continuous power and Internet connectivity to various scientific instruments located in coastal, deep-ocean, and Arctic environments. ONC’s cable arrays host hundreds of sensors distributed in, on and above the seabed along with mobile and land based assets. These strategically located instruments address key scientific and policy issues (subsea earthquakes and tsunamis, ocean acidification, marine biodiversity, etc.) within a wide range of environments.

The Corporate Services department provides a wide range of financial and administrative services including accounting, financial planning and budgeting, decision support, information technology, performance and enterprise risk management, human resources and office administration and facility management. Reporting to the Finance Manager, the Finance Team Lead— is responsible for the accuracy and timeliness of the day-to-day operation of the financial services provided for all ONC personnel and divisions, and supervises unit staff and operations. The Finance Team Lead also supports: ONC budget and projects’ budgets including ensuring compliance with financial policies of UVic and ONC’s funding agencies; statutory and other compliance reporting including ONCS contracts; budget, cashflow and financial statement preparation; audits; and the establishment of ONC financial best practices and procedures that align with University policies and procedures and ensure the efficient and effective delivery of financial services.

In the absence of the Finance Manager, the Finance Team Lead may be required to attend meetings of the ONC Operations Executive and ensure completion of core financial and accounting activities, make recommendations and inform the decision-making of operational planning. The Finance Team Lead supervises the four Finance Services staff to ensure smooth operations, accuracy and timeliness of the accounting functions.

The Finance Team Lead may periodically be required to work outside of regular office hours (Mon – Fri, 8:30 – 4:30) and on weekends in support of audits and other financial activities.

3. Key Responsibilities and Expectations

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<tr>
<th>Key Responsibilities.</th>
<th>% of time</th>
<th>Expectations:</th>
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<tr>
<td>Leadership of the Finance Services Team</td>
<td>• Oversee the day-to-day activities of the Finance Team for accuracy and timeliness of all financial transactions, journal</td>
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| 50% | entries and financial accounting records; conduct random audits and spot checks on accounts; and, review results with Finance Manager.  
- Ensure CCard purchasing is in accordance with UVic and funding agencies’ policies and requirements including the preparation and provision of accounting information for all purchase requisitions, Requests for Quotations, and Requests for Proposals and CCard purchases.  
- Assess and review ONC and UVic accounting and financial policies, procedures and practices to ensure their alignment; in consultation with the Finance Manager update, develop and document ONC policies, procedures and practices  
- Assess and review Finance unit workflows to identify opportunities to create timely, efficient and effective accounting and financial practices, procedures and processes in consultation with Finance Manager and Finance Team  
- Identify account discrepancies, determine corrective action, and initiate resolution by delegating to Finance Team, or making recommendations to the Finance Manager  
- Act as a resource and support to Finance Team regarding interpretation of UVic and ONCS policies, procedures and practices  
- Provide guidance and direction to Finance Team regarding accounting and financial practices, procedures and processes and FAST functionality  
- Provide coaching and mentoring to Finance Team on financial and accounting competency and understanding of ONCS and UVic practices, procedures and processes and FAST  
- Participate in recruitment of Finance Team  
- Provide orientation and professional development for Finance Team  
- Develop and lead training sessions for Finance Team as required  
- Conduct Finance Team performance reviews; work with the Finance Manager to resolve performance issues  
- Maintain current working knowledge of university and financial accounting policies, procedures and generally accepted accounting principles  
- In Finance Managers absence, ensure completion of core financial and accounting activities |
| Support Statutory and Other Compliance Reporting 10% | Coordinate year-end processes by communicating deadlines and following up on outstanding deliverables for all required inputs.  
- Support the Finance Manager and Team in the preparation of statutory and other compliance reports and claims  
- Prepare financial information through data extraction from financial systems and reconfigure financial results to meet the varied external reporting requirements  
- Gather inputs, reconcile accounts and prepare regulatory tax filings for the Manager’s review and approval |
| Support Budget Planning, Development, Monitoring and Reporting 10% | Support the Finance Manager in the planning, preparation, implementation and reporting of the ONC budget  
- Act as the first point of contact for financial queries on claims, ONC budget and projects’ budgets  
- Assess and review ONC budget and projects’ budget accounting practices; in consultation with Finance Manager identify information or training requirements |
• Provide financial support and training to the ONC budget and project managers regarding accounting policies, procedures and processes

Support Budget, Cashflow and Financial Statement Preparation 10%

• Prepare the monthly cashflow statement for review by Finance Manager
• Support preparation of the quarterly and financial statements
• Analyze financial data, validating accuracy, reasonability and investigate anomalies for the Finance Managers review
• Prepare supporting analysis, information and working papers related to claims for review by the Finance Manager
• Prepare responses to financial inquires at the Finance Manager’s request

Support Audits 10%

• Coordinate ONC, ONCS and other funders’ audit activities e.g. compile audit binders
• Support the preparation of materials and documentation for annual UVic audit and ONCS audits and for all other periodic audits as directed by the Finance Manager
• Prepare data files from financial system to report to auditors in response to inquiries received by the Finance Manager
• Research Auditors’ queries in an accurate and timely manner and provide the information to the Finance Manager

Support Contract Management 10%

• Review of contracts and agreements to ensure conditions are posted, analyzed and met according to contract and agreement terms e.g. claims and reimbursement payments, recognition of revenues
• Set up and maintain a tracking system for each contract and agreement and the assignment of costs to each

4. Classification Factors:

Problem-Solving:

This position uses their knowledge of general accepted accounting procedures, university and ONC accounting and budgetary policies, procedures and practices, and ONC project contract terms to analyze and align ONC’s Financial Services practices, procedures and policies, to guide the accurate and timely completion of financial transactions, journal entries and financial accounting records, and resolve financial and budgetary discrepancies. This position is required to: support budget, cashflow and financial statement preparation; statutory and other compliance reporting; preparation of materials and documentation for annual UVic audit and ONCS audits and for all other periodic audits; and investigate and resolve related issues. In supporting the delivery of financial services this position supports, coaches, mentors, and trains unit staff to ensure the accurate and timely completion of financial and budgetary activities.

Responsibility for Financial & Material resources:

As a member of the Finance Services Team, this position supports the accounting and financial activities for the approximately $30M ONC budget and $5-6M in ONCS projects.

Responsibility for Human Resources:

This position supervises the Finance Services Team and provides ongoing leadership, guidance, advice and training to the Finance Team, and when required ONC budget and project managers. The Team Lead conducts performance reviews of Finance Services staff and works with the Finance Manager to resolve performance issues, as well as participates in the recruitment of unit staff. The Finance Team Lead also supervises the accuracy of data and timeliness associated with reporting requirements etc.
Impact of Decisions and Actions:

This position delivers completed and verified work or financial information to the Finance Manager, which provides the basis for stakeholder decision making related to budgets, financial performance, etc. The Finance Team Lead also analyses relevant information and provides recommendations on ONC policy, procedures and practices to the Finance Manager.

Individual actions and decisions have an impact on areas beyond the unit as the financial information prepared by the position are used for financial decision making by the ONC Executive, budget and project managers, etc. The impact of an incorrect assumption made, error in the use of an analytical tool (i.e. Excel) or incorrect application of accounting policy could result in an error materially impacting ONC’s or ONCS’ reported financial results.

Independence:

Procedures, policies and precedents generally guide solutions to problems. The Finance Manager is available to provide guidance and direction in the resolution of discrepancies, complex or unusual problems that are difficult to resolve.

Objectives are set on the basis of direction received from the Finance Manager and an assessment of needs of the Finance Services unit. Work is reviewed for effectiveness upon completion of assigned work, projects or major phases of projects.

5. Summary of Qualifications:

This position requires an undergraduate degree in business administration, commerce, or an accounting diploma with additional accounting or financial training, and 3 years of financial and accounting experience and 2-3 years of staff supervision.

An equivalent combination of education and experience may be considered.

Experience requirements:
- Work within a high volume transactional area within a post-secondary or similar diverse and sophisticated accounting environment
- Financial analysis
- Audit support
- Financial statement preparation
- Maintenance and interpretation of financial and/or accounting policy and procedures
- Staff supervision or leadership

Knowledge requirements:
- Demonstrated computer literacy with advanced Excel skills
- Enterprise-wide financial and accounting systems
- General accepted accounting principles in a diverse and sophisticated accounting environment

Competency requirements:
- Excellent organizational skills.
- Excellent analytical, critical thinking and problem solving skills
- Superior communication skills, both written and verbal
- Ability to build and maintain productive working relationships
- Ability to work independently and collaboratively in a team environment
- Ability to communicate critical financial information via multiple communication methods
- Ability to work under pressure and with time constraints
- Self-motivated, consistently meets deadlines and able to motivate and lead unit staff in a dynamic work setting

Assets:
- Knowledge of post-secondary accounting and financial systems

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<tr>
<th>Employee’s Signature:</th>
<th>Date:</th>
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<thead>
<tr>
<th>Manager's/Supervisor's Signature</th>
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