

JOB TITLE: Research Finance Training and Compliance Manager

DATE: March 2014

REPORTS TO: Director, Research Finance

JOBS REPORTING: Research Finance Training and Compliance Officers

LOCATION: Waterloo

GRADE: USG 12

PRIMARY PURPOSE:

The Research Finance Training and Compliance Manager is accountable to the Director, Research Finance for the oversight and management of financial compliance and eligibility of research funds in relation to external sponsor guidelines and uWaterloo policies.

The incumbent is responsible for ensuring that there is an appropriate mechanism in place to ensure compliance and eligibility with sponsor requirements across the university. A key part of this role requires the incumbent to interpret and analyze new regulatory mandates, rules and requirements and disseminate these to the research community via appropriate and relevant means of communication (e.g. newsletters, website, workshops etc.). The incumbent must also identify areas of exposure with respect to compliance with new and existing sponsor guidelines and develop and implement measures to mitigate this risk. The manager must have a detailed knowledge of internal control and audit requirements and generally accepted accounting principles as they relate to fund accounting along with familiarity with Canada Revenue Agency (CRA) rules in regard to research matters.

The majority of faculty members at UW are involved in sponsored research. This includes research sponsored by the Tri-Agency granting councils, various branches and departments of Government and industry. Frequently, research projects are inter-institutional and have several sponsors. Accordingly, it is imperative that the incumbent has an in-depth knowledge of the various external research sponsor guidelines along with uWaterloo policies, guidelines and procedures as they impact on research funding and expenditures. Flexibility in adapting to, and implementing, procedural changes or changing requirements of sponsors is essential. It is imperative therefore that the incumbent develop good working relationships with key external sponsor contacts. The manager will be uWaterloo's external advocate of the research financial compliance review; this will entail developing working relationships with colleagues at other institutions and sharing uWaterloo's practices formally and informally at national and regional conferences. Failure to ensure that all financial transactions withstand review and audit could have serious negative impacts on the University including loss of research funding and reputation.

The manager will also take a leadership role in planning, developing and delivering workshops on compliance and eligibility issues to the research community. Although mandatory training on compliance issues is required for designated compliance reviewers, the manager must also explore other appropriate communication channels for informing the broader research community on current compliance issues. The incumbent will also take the operational lead for planning, coordinating and responding to compliance or monitoring reviews carried out by external sponsors (e.g. Tri-agency, CFI etc.).

The ability to build excellent working relationships is key to the success of this role. The Research Finance Training and Compliance Officer roles are based in individual faculties and as such have a dotted line responsibility to the Faculty Finance Officers. The manager must therefore work very closely with the FFOs on both an individual and group basis to ensure that the resources of the Research Finance Training and Compliance Team are used appropriately and are working efficiently and effectively. The incumbent must also develop productive working relationships with Finance, Procurement and Contract Services, IST, Plant Operations, Human Resources, other areas of the Office of Research and other departments and support units on across campus.

As part of the management team in Research Finance, the manager must have the ability to share information in a collaborative manner, effectively interact with coworkers, respond to change, be creative and recommend and help drive improvement to help the department and University achieve its strategic goals. The incumbent must maintain effective working relationships with other areas of the Office of Research to ensure a seamless service for researchers.

As an experienced finance manager/accounting professional, the manager must provide leadership, development and direction to her/his staff and provide professional support and training to those pursuing an accounting accreditation. A degree and recognized accounting designation are required for this position.

KEY ACCOUNTABILITIES:

1	<p>Responsible for the implementation, effectiveness and maintenance of the Research Financial Compliance Framework</p> <ul style="list-style-type: none"> • Have a clear understanding of, and keep current with, research related sponsor guidelines and uWaterloo internal processes and procedures; act as advisor/consultant on the interpretation of these policies • Manage and co-ordinate monitoring reviews from external research sponsors (e.g. Tri-Agency, CFI etc.); ensure that monitoring review recommendations are implemented • Responsible for the effectiveness of the framework; considers the trade-off between risk mitigation and resource allocation to ensure that uWaterloo and research sponsor requirements are met as effectively and efficiently as possible • Provide advice on complex issues to the Research Finance Training and Compliance Officers as they undertake a timely pre-processing review of designated research transactions • In accordance with Tri-Agency (NSERC, CIHR, SSHRC) expectations, plan and carry out a twice yearly post transaction audit of transactions charged to research accounts on a test basis; use the results of the audit to improve training, processes, tools and other resources • Identify potential areas of exposure with respect to compliance with sponsor guidelines and in conjunction with other university stakeholders (e.g. Faculty Finance Officers, Finance, etc.) develop measures to mitigate the related risks
2	<p>Responsible for the external advocacy of the Research Financial Compliance Framework and processes</p> <ul style="list-style-type: none"> • Engage in conversations about best practices, findings, processes, tools and resources with colleagues at other Canadian institutions; as appropriate, leverage best practices from other institutions by tailoring them to uWaterloo needs • Formally share experiences, processes and best practices with colleagues at regional and national conferences with the objective of building credibility among research sponsors colleagues

	<ul style="list-style-type: none"> • Provide input to formal and informal working groups established among colleagues from other Canadian institutions to ensure that uWaterloo feedback, concerns and issues are addressed and considered • Provide feedback on spending guidelines and documentation requirements directly to research sponsors to ensure that expectations clear, realistic and achievable
3	<p>Responsible for the development and delivery of training programs and communications to research administrators and researchers on research financial compliance and eligibility issues</p> <ul style="list-style-type: none"> • Through process assessment, review of compliance metrics, and in consultation with other academic support units and the FFOs, identify the need for training • Responsible for the planning, development and delivery of training programs, information sessions, workshops and communication updates to educate and support the research community on research financial compliance and eligibility issues • Provide advice, support and informal training to researchers and research administrators on complex external sponsor financial requirements • Plan and manage the dissemination of the impact of new regulatory requirements and policies to the research community
4	<p>Member of the Research Finance Management Team</p> <ul style="list-style-type: none"> • Participate in the formation of strategy and long term plans of Research Finance • Help project Research Finance staffing requirements; provide input to ensure the most effective use of staff time, knowledge and skills • Participate in the development, communication and implementation of research finance policies and procedures
5	<p>Management of the Research Finance Training & Compliance Officers</p> <ul style="list-style-type: none"> • Provide leadership, management, training and direction to the Research Finance Training and Compliance Officers (four officers at USG grade 8 to 10) • Perform on-going review and annual appraisal of staff, identifying areas for improvement and further development • Promote continual personnel training and development of staff
6	<p>Contribute to the improvement of business processes, systems, reports and controls</p> <ul style="list-style-type: none"> • Develop and improve processes, systems, reports, controls, and other pertinent information and resources required by both the Research Finance Training and Compliance Team and researchers/administrators to enable them to efficiently and effectively manage compliance and eligibility issues • Identify potential areas of exposure related to compliance with sponsor guidelines and areas of weakness in transaction reviews and develop and implement action plans to mitigate the related risks • Communicate with researchers and research administrators regarding specific compliance and/or eligibility issues identified, indicating corrective action that needs to be undertaken • Represent the Office of Research on campus-wide projects such as the implementation of new computer systems and services; ensure that Office of Research needs are accommodated in the design of such systems and services
7	<p>Maintain, develop and improve the various research financial compliance tools that have been disseminated to the research community</p> <ul style="list-style-type: none"> • Identify areas for improvement in the existing tools (look up tools, website, SharePoint site and other resources disseminated by the Research Finance Training and Compliance Team) • Identify the need for new tools and resources with an aim of improving key performance indicators and lead their development and implementation • Responsible for the completeness, accuracy and security of the signing authority database; includes leading the annual verification and archiving processes

POSITION REQUIREMENTS:

Education:

- University undergraduate degree
- Accounting designation (CPA, CA, CMA, CGA)

Experience:

- Experience managing and developing staff
- Experience leading training sessions or other similar sessions in which strong presentation skills are required
- Experience using judgment and knowledge to draw informed and consistent conclusions
- Knowledge of research granting agencies and their programs is preferred
- Working knowledge of auditing practices and procedures
- Experience of effectively communicating with key stakeholders
- Knowledge of the academic and research environment is an advantage

Technical:

MS Word	MS Excel	MS PowerPoint	Other (Intermediate)
Intermediate	Advanced	Intermediate	Oracle, FORE, InfoEd, MS Access, Adobe, MS Outlook

NATURE AND SCOPE:

Interpersonal Skills:

The Research Finance Training and Compliance Manager is required to work on a variety of initiatives, is solution oriented, is able to identify areas of weakness and process improvement, collaborates with others to bring opinions and comments forward, understands and interprets meaning/importance of information and communicates logically and professionally.

Level of Responsibility:

The Research Finance Training and Compliance Manager is responsible for ensuring that expenditures charged to research accounts are eligible, properly authorized and documented. Ineligible, unauthorized or insufficiently documented expenses could lead to a research sponsor discontinuing their financial support of research at uWaterloo (some research sponsors conduct audits to confirm uWaterloo’s adherence to guidelines). Additionally, ineligible, unauthorized or insufficiently documented expenses could result in unfavourable media attention or a damaged reputation.

This role has specialized work with minimal supervision and provides guidance and leadership to others about their area of expertise. The Research Finance Training and Compliance Manager partners with the Faculty Financial Officers, researchers, research administrators and other support units including Central Finance, Human Resources and Procurement and Contract Services.

Problem solving

The Research Finance Training and Compliance Manager solves problems related to their area of expertise. As required, recommendations are brought to the Director, Research Finance for consultation and resolution. Critical thinking, analytical skills and the ability to interpret guidelines are essential to the role.

Financial Accountability

The Research Finance Training and Compliance Manager is responsible for ensuring compliance on a research portfolio of approximately \$200 million annually. Ineligible, unauthorized or insufficiently documented expenses could have significant negative consequences to uWaterloo including discontinued financial support of research, unfavourable media attention or a damaged reputation.

Internal and External Contacts

Internal:

The Research Finance Training and Compliance Manager works most closely with staff and faculty members in the faculties and departments as well as colleagues within the Office of Research. They also work with other staff including those from Human Resources, Procurement and Contract Services, Central Finance and other support services across campus (e.g. Retail Services). Specifically, the role requires that the Research Finance Training and Compliance Manager asks clarifying questions, presents information (both formally and informally to large and small groups), communicates decisions regarding the eligibility of expenditures.

External:

The Research Finance Training and Compliance Manager works closely with contacts at research sponsors and with colleagues at other Canadian institutions. With contacts at research sponsors, the role requires the Manager to obtain, clarify and discuss information as well as to work collaboratively to ensure that uWaterloo needs are met; this may involve presenting a case for changes to documentation and eligibility requirements and working with sponsors to achieve a mutually beneficial solution. The Manager will work closely with colleagues at other Canadian institutions by sharing best practices and resources and, as appropriate, working together to develop joint communications and initiatives.

Decision-Making Authority:

The Research Finance Training and Compliance Manager makes regular decisions related to the allocation of resources and mitigation of risk. They also make decisions and recommendations related to training needs, process design and improvement. The Research Finance Training and Compliance Manager must exercise sound judgment and consider the consequences of their decisions while exercising this judgment.

Physical and Sensory Demands:

This role requires exertion of physical or sensory effort resulting in slight fatigue, strain or risk of injury.

Working Environment:

This role involves minimal physical or psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions. The incumbent may be required to work from different offices on campus depending on the location of the assigned faculties or departments and the need to provide support to other members of the team.

The incumbent is expected to continually prioritize tasks and exercise a high degree of time management and multi-tasking skills due to the need to manage varying volumes of transactions, many of which may be time sensitive.