**Director, Budget and Financial Planning**

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| **Faculty/Department:** Finance and Administration | **Employee Group:** Administrative |
| **Campus:** Trafalgar (May be assigned activity at any Sheridan campus) | **Payband: NO** |
| **Reference #: 19/A/109** | **Hiring Range: $122,995.00 - $130,682.00** |
| **Application Deadline: October 31, 2019** | **Salary Range: $122,995.00 - $153,774.00** |
| **Application Details: 1 Year Contract Starting January 2020** | |

Reporting to the Associate Vice President Financial Services (the “AVP”), the Director, Budgets and Financial Planning, leads and oversees a team that has accountability for the following financial processes:

1. Budgets: developing and maintaining financial forecasting and budgeting systems and leading development, preparation, monitoring and reporting of the annual operating, capital and other funded project budgets throughout Sheridan. Supporting implementation of new activity based budget model
2. Financial Forecast and Plan: assisting the Vice President, Finance and Administration ( the “VP”) and the AVP in preparation and presentation of the longer term financial forecasts that support the strategic direction of Sheridan, and; in related planning initiatives that have financial impacts
3. Strategic and Operational Cost Management: leading productivity, cost management and operations financial planning, analysis and evaluation
4. Fixed Assets, Banking and Cash Management

The incumbent coordinates work with auditors; provides consultative guidance to leaders around the budget model and processes, and advises leaders in the interpretation and sound use of the analytics, tools, reports, and metrics used to improve budget decision making processes, and resource optimization in support of Sheridan’s strategic initiatives.

**Specific Responsibilities**

* Participates and provides leadership in the formulation and implementation of Sheridan’s financial plan and in the development of financial and budgetary policies and procedures under the direction of the AVP and the VP.
* Facilitates sound financial planning for Sheridan by maintaining an effective financial forecasting and budgetary process.
* Participates in the development of multi-year planning for new programs and strategic initiatives and incorporates individual department plans and projects into Sheridan’s long-range financial plan.
* Collaborates with leaders across the organization and supports the AVP in the development of the annual College budget including submission of periodic budget status reports and financial information reports to leaders.
* Provides senior management and budget holders with ongoing financial results through a variety of systems, reports and recommendations.
* Monitors spending against budget, identifies potential budgetary problems and recommends corrective actions.
* Conducts mid-year financial review and prepares budget update report.
* Maintains budget systems and improves budget processes through the use of new technologies and procedures.
* Provides leadership and consulting guidance to senior leaders and budget holders on budgetary and fiscal issues
* Provides ongoing consultative advice guidance to leaders and financial operational managers in Sheridan Faculties and business units as it relates to the new model and processes, and in the ongoing interpretation and sound use of the analytics, tools and metrics used to improve processes, and to optimize resources
* Oversees banking functions including day to day cash management, bank reconciliations, short term investments, and point of sales machines.
* Develop, guides and empowers a diverse and capable team to deliver high level service to all client groups; Also leads, guides and supports the rest of the organization in addressing legislative challenges and developing long lasting strategies

**Qualifications**

* 4-year Bachelor’s degree in Business Administration/Commerce, Accounting or related field and CPA, CA, CGA or CMA designation is required.
* 9 years related and progressively responsible accounting experience, including: financial accounting, budget and management/cost accounting (or an equivalent combination of relevant education and experience).
* Demonstrated skill in quantitative financial analysis and budgetary control, with thorough working knowledge of general accounting principles and practices with emphasis on fund accounting and college financial accounting
* Strong analytical skills and ability to link financial results to operational performance drivers
* Current knowledge of:
  + Canadian GAAP including PSA used by post-secondary institutions
  + Financial compliance: e.g. GAAP
  + Knowledge of HST legislation applicable to post-secondary institutions
* Strong advanced technical experience in the use of financial software to develop and maintain financial models, forecasts and automated financial reports.
* Demonstrated skill in formulating and implementing financial policies and standards to ensure accountability and compliance with policies and procedures.
* Knowledge of funding within the post-secondary sector in Ontario, PeopleSoft experience and experience leading in a unionized environment are considered assets.
* Strong management skills / leadership experience with financial accounting teams.
* Demonstrated ability to provide fiscally sound guidance and advice to all levels of management.
* Experience leading cross-functional projects and process improvements within financial functions.
* Collaborative working style and ability to work collaboratively on multi-disciplinary project teams
* Effective communication, presentation and influencing skills and ability to influence at all levels and obtain buy-in when there are diverse needs and competing priorities; clearly communicates complex financial or forecasting information verbally and in writing across multiple levels
* Strong communication, presentation and influencing skills and ability to communicate complex financial information verbally and in writing across multiple levels

*Sheridan welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Indigenous People, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process.  At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.*

*Note: Copies of educational credentials are requested at the time of an interview. As a condition of employment, Sheridan requires confirmation of educational credentials in the form of an official Canadian transcript or an official evaluation of international credentials which determines Canadian equivalency.*

***Please apply online: https://www.sheridancollege.ca/*working-at-sheridan.aspx**