



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/27

DIRECTOR OF FINANCE AND ADMINISTRATION - FACULTY O

Job ID	45881-8136	
Web Address	https://careers.indigenous.link/viewjob?jobname=45881-8136	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-05-17	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Ranked as one of the world's Top 100 universities, McMaster University is devoted to the cultivation of human potential, realized through our innovative educational programs, cutting-edge research, and the diverse students, faculty, staff and alumni who make up the McMaster community. Dedicated to creating a Brighter World, we recognize that our people are our most valuable resource. Those who join McMaster will find a community of talented individuals who are inspired by the university's commitment to embodying the values of integrity, quality, inclusiveness and teamwork. It is through these talented individuals, their creativity and drive for results that has earned McMaster University its reputation as being Canada's "most innovative" university. The Faculty of Humanities has a steadfast dedication to excellence in research, innovation in teaching and creativity in the performing arts which has allowed for the Faculty to continue to grow and thrive at McMaster University. Our Faculty encourages critical reflection and logical thinking through written and verbal expression, instills students with an understanding of the importance of responsible global citizenship and continually ventures into new areas of research to ensure that McMaster is at the forefront of defining the liberal arts. As the Director of Finance and Administration, the incumbent is responsible for development of the operational budget and effective financial management of the Faculty, and ensures that sound financial systems are established and maintained. The Director is integral to various decision-making bodies in the Faculty and provides leadership in strategic planning and initiates policies and procedures analysis, development and adaptation as well as compiling statistical data for institutional reporting requirements. The Director, Finance and Administration reviews objectives and is responsible for implementation of the Dean's directives for allocation of space and resources within the control of the Faculty. The Director helps the Deans, Associate Deans, Chairs, Directors and Administrative staff to develop strategic and tactical plans for the Faculty. The DFA plays a critical role in anticipating and outlining the resource implications of such plans and other initiatives and may suggest or identify new opportunities for cost containment or revenue generation for the Faculty. The incumbent is expected to keep abreast of governmental and university plans, priorities and initiatives, and to represent the Faculty to colleagues across campus, in informal discussions and formal committee meetings. The DFA oversees the financial administration and management for the Faculty. Informed by a strong understanding of general accounting principles and the university's activity-based budget, this includes:

- Leading the development, planning and preparation of the Faculty's annual report for the University Budget Committee, and any required financial updates,
- Participating in discussions about the annual budgets of other activity and support units at the University Budget Committee,
- Assisting academic and administrative units in the Faculty in developing, monitoring and understanding their annual budgets,
- Overseeing the Faculty's trust funds, ensuring that funds are spent in compliance with the donor's wishes/gift agreement and in accordance with university policies, and assisting in the establishment of new accounts,
- Advising on the appropriate interpretation and implementation of Faculty and University budget and financial procedures and systems,
- Negotiating or reviewing all non-routine contracts or agreements to protect the financial interests of the Faculty,
- Ensuring that systems are in place to monitor the Faculty's fiscal situation on a regular basis, and, if necessary, to recommend the steps needed to ensure that the Faculty is sustainable and meeting its financial obligations.

The Director of Finance and Administration provides leadership to ensure the efficient and effective administrative management of the Faculty with respect to human and physical resources:

- Working with the Deans and department and program chairs as well as the university's human resource and equity managers, the DFA is responsible ensuring that the Faculty has the optimum instructional resources and administrative and technical staff to support its teaching and research missions, including by:
 - Championing initiatives and policies that help to create an inclusive and supportive work environment for all,
 - Planning the proper allocation of the right support staff to departments, labs and administrative units, including by forecasting future needs,
 - Reviewing and approving the creation of all new staff positions within the Faculty, changes in employee status, revisions in job descriptions, and alignment with university policies and collective agreements,
 - Coordinating hiring, performance management, and performance review for all staff to ensure compliance with policies and collective agreements, including for the Administrative Coordinators and other staff who report directly to the DFA,
 - Supporting organizational development through succession planning, orientation of new staff, training, and professional development,
 - Resolving or enabling other staff to resolve interpersonal and other conflicts among staff,
 - Developing, implementing and evaluating security measures,
 - Ensuring a safe and healthy workplace, including by implementing procedures to ensure all employees have received the appropriate health and safety or any other required training,
- Working with the Dean and the Senior Management Team to administer and support university planning, including the University's Emergency Planning, Business Continuity and Crisis Management Planning,
- Managing and providing advice with respect to labour relations of all Faculty employees to ensure compliance with collective agreements, government legislation and regulation, and university policies.

The DFA ensures that the Faculty has the space and physical resources necessary to support the teaching and research mission of the Faculty:

- Advising the Dean on the best allocation and reallocation of lab, performance and production, office, meeting, storage and other spaces, for use by researchers, instructors, graduate and undergraduate students.
- Determining and predicting space requirements based on knowledge of forecasted enrollment, research awards, and resource availability.
- Ensuring the accuracy of the annual inventory of the Faculty's space.
- Working with Facility Services and others to ensure that spaces are maintained and updated as necessary.
- Developing and overseeing financial plans for major capital building and renovation projects, and for major purchases related to facilities.
- Working with the university and with the Faculty's Information Technology Director, the DFA oversees the information technology needs of the faculty, particularly with respect to administrative and technical staff.

The ideal candidate should have:

- A Master's degree in a relevant field and a CGA or CA designation.
 - A minimum 10 years of professional management experience at a senior level working in a complex and culturally diverse environment, preferably in a University setting.
 - Proven leadership ability, success in planning, evaluating and implementation of plans and outcomes.
 - Experience with a large and diverse complex organization in a financial capacity with a varied and diverse portfolio.
 - Experience in an environment where collegiality and consensus decision-making is valued
 - Experience in human resources and labour relations management in a multi-union environment
 - Proven track record in the development and management of large and complex budgets.
 - Highly developed entrepreneurial skills and record of achievement in this area
-
- Excellent organizational and planning skills
 - Superior interpersonal and communications skills
 - Strong strategic and financial planning and management skills
 - Sophisticated understanding of administrative operations (e.g. finance, human resources, facility operation, and Information Technology etc.)
 - Strong project management and negotiation skill
 - Ability to work in a diverse and team based collaborative environment
 - Ability to manage multiple conflicting priorities and deadlines and make decisions in difficult situations.
 - Ability to deal with a diverse audience in a multicultural environment.
 - Service focus and advocate of a student-centered environment

For more information, visit McMaster University for DIRECTOR OF FINANCE AND ADMINISTRATION - FACULTY O