

## JOB PROFILE

### CHIEF FINANCIAL OFFICER

The Chief Financial Officer (CFO) of the university, is a critical member of the university's senior leadership team and provides strategic financial leadership to the University including leading budgeting and resource allocation, internal audit, fraud risk management, research institutes, and subsidiary relationships. Reporting to the President, the CFO provides strategic advice and support to the President, the University, and Board of Governors, leading the Financial Strategy Office in the development of the overall financial strategy of the university and contributing to the financial sustainability of the organization.

USask's vision is to be an outstanding institution of research, learning, knowledge-keeping, reconciliation, and inclusion with and by Indigenous peoples and communities. The CFO collaborates with diverse communities and stakeholders requiring an understanding of and sensitivity to issues around Indigenization, equity, diversity and inclusion and will be an active leader in the growth of a more diverse and inclusive campus community and in advancing the university's Indigenous strategy. The University's Mission, Vision, Principles, Values and Strategic Plans will inform the position in fulfilling the responsibilities of the role.

#### Nature of the Work

As a member of the University's senior leadership team, the CFO participates fully in the University's strategic planning and development together with the President and Vice Presidents. The CFO works collaboratively with other senior leaders and financial administrators to ensure advocacy, management and support of the broad spectrum of the financial portfolio of the university.

The CFO leads a team in the Financial Strategy Office to work collaboratively and consultatively across the university in providing resource allocation and budgeting related services efficiently, effectively, and aligned with strategic directions of the university to support teaching, research, and discovery. The CFO is a highly visible senior leader who acts as an ambassador for the university, building relationships with internal and external stakeholders to expand the impact and visibility of the institution to further the reputation and resources required for the university to take its place among the most distinguished universities in Canada and the world, and be the university the world needs (*nīkā nī tān manācihitowinihk; nī manachihitoonaan*).

The CFO functions in a highly demanding environment that requires the foresight to balance a multitude of needs, demands and strategies, constant vigilance for issues and challenges and prioritization of limited resources. The work is unstructured and may be stressful given the high volume and complexity of tasks and problems, where managing tight deadlines, accuracy and decisions ranging from the mundane to critical are required on a routine basis. This position requires confidentiality, discretion, a high level of integrity and independent judgement and requires the management of unpredictable events in a sensitive and timely manner. The nature of the work requires the ability to assess and address the needs of multiple stakeholders, both internal and external in order to achieve positive outcomes. The position requires a strong commitment to accountability, transparency, governance and continuous improvement.

## **ACCOUNTABILITIES**

### **Strategic Planning and Financial Leadership**

- Advises the President on financial matters and integration of finances into the University's strategy, recognizing financial sustainability as a critical enabler of the university's mission, vision and plan.
- Leads the development of institutional financial strategy in alignment with the university's mission, vision and plan (revenue generation and cost-savings).
- Engages the university senior management and board around issues, trends, and policy development in budgeting, enterprise-wide fraud risk management, and internal audit.
- Cultivates and maintains robust relationships with the government as a member of the university's team working with government and through financial reporting.
- Leads the development and implementation of a budgetary system that allocates resources in alignment with the university's plan.
- Develops partnerships with colleges and administrative units, with an understanding of operational requirements and supporting needs of budgeting, information, and expertise. University of Saskatchewan – Chief Financial Officer 5
- Provides strategic financial guidance and represents the university's fiduciary interest to enterprises that operate outside the colleges and schools within the university's corporate enterprise.
- Provides vision and leadership as a member of University's senior leadership team to ensure the staff and services support the implementation of the organization-wide budgeting model.
- Collaborates with senior administrators to design and implement strategies that contribute to financial sustainability.
- Works in partnership with senior leaders to identify and lead change within the financial systems and structures that ensure the success of the university's progress against its goals and plans.
- Ensures the portfolio is aligned with and a key contributor to the success of academic priorities.
- Works in partnership with other senior leaders to provide institutional leadership for financial stewardship ensuring resources are used to their best advantage and for the purpose for which they were intended.
- Supports and develops accountability for effective budget management within the institution.
- Works in partnership with leaders to develop innovative and creative solutions to resource challenges.

### **Financial Operations**

- Provides strategic leadership in the development and monitoring of annual and multi-year budgets as chair of the strategic finance committee.
- Provides budgeting information to the PEC, Budget Committee, University Council, and the Board of Governors.
- Develops and monitors key performance indicators and a system of on-going assessment of reporting against plan.
- Liaises with contracted internal audit functions to provide effective oversight of audit, risk, and insurance.
- Establishes and maintains effective internal controls and supports decisions regarding the selection of auditors and audit procedures to ensure financial accuracy and integrity.
- Engages in decisions regarding investments in financial technology and systems to improve financial processes, data analytics, and reporting capabilities.
- Engages in decisions about sustainability and corporate social responsibility initiatives that may have financial implications.
- Communicates financial performance, strategies, and decisions to the board of directors and other key stakeholders.

## **People and Environment**

- Mentors and leads the Financial Strategy Office, ensuring the delivery of an effective and superior service environment and budgeting system.
- Provides guidance for budget support services in colleges and units, and coordinates with other functional service units, ensuring a robust internal audit and enterprise-wide fraud management program.
- Creates and leads opportunities to increase Indigenous engagement through the Financial Strategy Office and with partners both internal and external to the campus community in support of the Indigenous strategy.
- Leads the development of innovative and best practice solutions in service delivery and establishment of an engaged team.
- Attracts, motivates, energizes, and retains effective staff who are well qualified and committed to the work of the Financial Strategy Office along with the goals and initiatives of the University.
- Ensures direct reports are aligned with the university vision and coordinated with other functional services, in collaboration with the Controller.
- Ensures a positive, diverse, and inclusive work and learning environment in the Financial Strategy Office, promoting a culture of professionalism, dignity and respect consistent with university core values.
- Fosters a strong sense of community and client service in the Financial Strategy Office.
- Holds team members in the Financial Strategy Office accountable for high standards of performance and outcomes, and exercises authority to initiate and recommend disciplinary action with respect to staff.
- Interprets and applies collective agreements, labour legislation, and employment law with respect to the administration, allocation and reallocation of human resources, staff complement and direct reports within the Financial Strategy Office.
- Develops and implements strategic recruitment processes to attract and retain outstanding staff, building and developing a knowledgeable and productive Financial Strategy Office team.
- Fosters an environment of innovation, collaboration; and develops mentorship to support the preparation and staff progression for future key leadership roles in the Financial Strategy Office.
- Promotes and celebrates employee success.
- Successfully leads change within the Financial Strategy Office portfolio and the implementation of financial strategy at the university.
- Builds organizational capacity for change.

## **Risk Management**

- Incorporates the identification, assessment, and management of financial risks into the planning process and decision-making.
- Ensures communication, education and compliance with university policies, provincial and federal laws and regulations, collective agreements and ethical and professional standards.
- Monitors and assesses legislation and evolving issues and recommending changes to avoid or minimize risks and liability.
- Ensures high standards of sensitivity, awareness, and compliance with respect to wellness, safety, equity, diversity and inclusion.

## **Stakeholder Relations and Communications**

- Provides advice and support to other senior leaders including through participation in the President's Executive committee (PEC), the Strategic Finance Committee, Senior Leadership Forum(SLF) and Board and University committees.
- Understands the dimensions of service delivery and supports a diverse group of stakeholders in a multi-campus environment.
- Communicates effectively at all levels and across all areas of the university to ascertain the needs of users, builds support for financial policies, processes, and systems, and advises on strategic business applications.
- Prepares and delivers budget and presentations to management, Council, Board Committees, and attends the Board of Governors Audit and Finance Committee meetings.
- Represents the university at internal committees, board level committees and external committees.
- Sets and promotes service standards and ensures high-quality user experience, prioritizing a cohesive, service-oriented approach to delivery of financial services.

## **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

### **Financial Expertise**

- A chartered professional accounting or similar designation is preferred.
- The ideal candidate will have at least ten years of progressive experience in a senior financial position within a large and complex organization.
- Strong analytical and data-driven decision-making skills.

### **Strategic understanding of the University's mission, vision and values**

- The ideal candidate will have an advanced degree (such as CPA, CFA, MBA, PhD) or commensurate experience along with an understanding of post-secondary environment.
- A strong and demonstrable understanding of how value is created through teaching and research, scholarly and artistic works at the university.

### **Leadership**

- The ideal candidate will have a demonstrated record of leadership success and a strong record in leading changes and enhancing services in the financial portfolio of a large, complex organization.
- Ability to influence outcomes and provide guidance to business decisions, with excellent analytical and problem-solving skills, and manage multiple demands to meet deadlines.
- Strong communication skills, written, verbal and through presentations to large audiences is required.
- Visionary leadership with a commitment to the mission, vision and values of the organization.
- Has demonstrated success in developing a shared vision and leading people to achieve exemplary performance and outcomes together.
- Must possess outstanding organizational, interpersonal and communication skills, the ability to work collaboratively, and build relationships with internal and external partners.
- Proven ability to think analytically and creatively in support of the university's vision, University Plan, and strategic imperatives.
- High level of proficiency in personal effectiveness, relationship building and proven ability to encourage collaboration.

- Must possess knowledge and understanding of issues, including cultural, socio-economic and other factors affecting Indigenous Peoples and an awareness that Indigenous engagement is a strategic priority at the University.
- Significant experience managing multiple initiatives, with changing and often conflicting priorities is essential.
- Experience working with diverse communities and stakeholders in an organizational setting is an asset.

## **COMPETENCIES**

Competencies are the knowledge, skills, and abilities that support our success. Each person brings different combinations of competencies to their position. The competencies below are the desired attributes that support the University of Saskatchewan's Strategic Directions and People Values. All are applicable in varying degrees depending on the expectations of the job.

### **Engage**

Committed to advancing the aspirations of the people of the University, province, and beyond.

### **Include**

Building a welcoming and accessible place where diverse students, faculty, and staff feel a sense of

### **Collaborate**

Intentionally seeking relationships across teams, disciplines, and capacities to achieve results.

### **Advocate**

Developing and supporting each other, innovative ideas, and Indigenous knowledge in pursuit of the University's strategic priorities.