

Position Summary

Reporting to the President and CEO, the Vice-President of Finance and Administration provides professional and responsive services relating to the administration of finance, facilities and information technology portfolios of the college. Other responsibilities may be assigned based on the candidate's background and experience. This VP is the Senior Business Officer for the college.

As a member of the Senior Leadership Team this position participates in decision making processes that establish overall college direction, operation and performance.

Job Context

Great Plains College is one of several colleges in the Saskatchewan Regional College system. This position reflects the size and scale of the operation and requires comfort working in a complex, decentralized environment. The college's region includes more than 100,000 square kilometers which spans the southwest part of the province, with multiple campuses and program centres in various communities. The college serves approximately 4600 students annually throughout its service area.

This VP makes decisions that impact significant areas of the college within the parameters of organizational strategic directions, Board policy, the Regional Colleges Act and Regulations, and applicable government policies and directives. Relationships with the Ministries of Advanced Education, Immigration & Career Training and SaskBuilds and Procurement are essential as these are primary sources of funding for the College.

Direct reports of this position include managers and administrators in the areas of Facilities, Finance, and Information Technology. The VP is a key member of the Senior Leadership Team. Members of this team work closely with the President to fulfill the strategic direction and provide operational leadership of the College.

Duties and Responsibilities**Administration**

- Ensuring sound administrative policies and procedures are in place to safeguard assets, provide a safe and healthy environment for staff and students, and to ensure that the work requirements of the institution are discharged in a timely and efficient manner.
- Ensure that the College's assets are properly managed and appropriate inventory records are maintained.
- Effectively communicate with and provide counsel to the President and College staff on matters related to the administration of the College. As part of this process, the VP will ensure that required administrative policies and procedures are developed and communicated to staff.
- Administer the capital budget, ensuring appropriate controls and policies are in place for the acquisition and disposal of capital assets. The VP will advise the President on matters pertaining to fixed asset acquisition and disposal.

Finance

- As the Senior Business Officer, the VP will oversee the financial health of the College to ensure adequate and appropriate internal controls and processes are in place and to maintain accurate and complete financial records.

- Lead the development and execution of financial strategies that ensure institutional sustainability and growth.
- Ensure that an effective financial reporting system is in place to respond to internal user needs and to meet the obligations of the College for reporting to external stakeholders including the Ministries of Advanced Education and Immigration and Career Training.
- Responsible for development, monitoring and reporting of the annual budget and forecasts.
- Provide financial insights and provide recommendations to the CEO, Senior Leaderships Team and the Board on areas of concern or opportunity.
- Manage cash flow and investment strategies.
- Manage annual audit and other regulatory audits and reviews.

Facilities

- Oversee the maintenance, management, and optimization of the college's facilities including building operations, safety and security.
- Manage contractual arrangements for all Great Plains College facilities. This includes establishing and monitoring lease arrangements, janitorial and maintenance contracts.
- Ongoing assessment and evaluation of facility requirements and development of appropriate plans and strategies to support the College's growth and operational needs.
- Develop and implement facility related policies.
- Lead renovation and capital projects.

Information Technology

- Oversee the IT strategy and ensure that technology infrastructure supports institutional needs and goals.
- Ensure that data security, system backups, and disaster recovery plans are in place and regularly reviewed.
- Ensure an appropriate level of computing services are available for programming and support functions within the College, including those required in the classroom. This will include a strategic approach to the acquisition, maintenance and replacement of all computer hardware and software to meet current and future needs.
- Responsible for developing and implementing policy including cybersecurity, data privacy, operating systems, application software, internet, student access and appropriate usage of computers.
- Lead the evaluation of new technologies and oversee the development and implementation of technology solutions that drives innovation, efficiency and improves organizational performance.

Planning and Policy

- As a member of the Senior Leadership Team participate in:
 - The development of the overall strategic direction of the college.
 - The development of annual business plan and budget including specific action plans for achieving the strategic direction of the institution.
 - Establish priorities consistent with the mission, vision, values and strategic direction of the College and allocate financial, material, and human resources to achieve established objectives.
 - The development and implementation of college policies and procedures, taking a lead role in the development of policy and procedures relating to the administration, finance, facilities, and information technology departments.

People and Resource Management

- Responsible for the recruiting, hiring, professional development, mentoring, supervision and evaluation of staff within responsible units.

- Provide leadership and direction to assigned staff and ensure that a working environment is maintained that is conducive to teamwork and effective, efficient workflow.
- Administer the terms and conditions of the Staff Agreement, Collective Bargaining Agreement, and human resource management practices in area of responsibility.

Relationship Management

- Maintains extensive consultation, coordination, contact and liaison with key external agencies and organizations.
- Represents the college as the Senior Business Officer on provincial committees.
- Builds relations with:
 - Senior Leadership Team and College staff
 - Other Post-Secondary institutions
 - Senior Ministry Officials in Advanced Education, Immigration and Career Training and SaskBuilds and Procurement
 - Federal and Provincial Departments and Agencies
 - Professional Organizations
 - Sector Interest Groups
 - Employers
 - School Divisions

Required Qualifications and Experience

A minimum of five years' experience as a senior administrator, a university degree in a relevant discipline, and an accounting designation (Chartered Professional Accountant) are requirements for this position.

A proven track record of financial management including budgeting, forecasting, reporting, audit standards and policy. A strong understanding of facilities management, and information technology strategy are also required. Candidates should possess some background and knowledge in the nature and functioning of post-secondary institutions and colleges in particular. The ability to work collaboratively with cross-functional teams and manage multiple priorities along with experience in ERP systems and financial software would be an asset.