

# POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Vice President: Finance and Administration
<b>REPORTS TO:</b>	President & CEO
<b>SALARY RANGE:</b>	Starting at \$35,000
<b>OFFICE LOCATION:</b>	Waterloo
<b>EDUCATION:</b>	Pursuing or completed Post-Secondary Degree
<b>QUALIFICATIONS:</b>	A current Undergraduate student (member of the WLU Students' Union) at the time of application from either the Waterloo or Brantford campus

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## **SUMMARY:**

The Finance & Administration department is the internal support for the departments and business operations of the Wilfrid Laurier University Students' Union. It is focused on ensuring all levels of the Students' Union are operating on a consistent and transparent basis, ensuring best practices are being followed for financial and human resources accountability.

Reporting to the President & CEO, the Vice President: Finance & Administration will be focused on achieving the goals of the Finance & Administration department of the Wilfrid Laurier University Students' Union, on both the Waterloo and Brantford campuses. The incumbent will be highly motivated to work in a fast-paced environment, be extremely well organized, detail oriented, have strong interpersonal skills and excellent time management skills in order that the following is achieved:

- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws and policies of the WLU Students' Union;
- Maintain the following duties required of all Vice Presidents:
  - Develop departmental goals and objectives for both short- and long-term;
  - Create a department operating budget, and stay within budgetary restrictions;
  - Monitor operational compliance with Students' Union policy
  - Maintain regular and equitable office hours on all campuses; and
  - Prepare or assist with Board of Director monitoring reports, as requested by the President.
- Facilitate the coordination and monitoring of the finance, administration, and human resources functions of the WLU Students' Union;
- Evaluate, maintain, and continuously enhance the finance, administration, and human resources function and policies of the WLU Students' Union;
- Remain well versed in finance, administration, and human resources policies, procedures, risk management requirements, and legal requirements to ensure best practices;
- Continuously evaluate, maintain, and enhance the finance, administration, and human resources strategies of the WLU Students' Union;
- Aid in advising the Management Group and department managers to maximize the long and short-term financial and functional effectiveness of their operations, and the WLU Students' Union as a whole;
- Oversee and assist in the annual WLU Students' Union Transition Process, ensuring that adequate resources are available to support the orientation of new student leaders within the entire WLU Students' Union;

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- Build and maintain relationships with external and internal to support the finance, administration, and human resources goals of the WLU Students' Union in conjunction with the HR generalist;
- Follow all Health & Safety policies and procedures as outlined by the WLU Students' Union and the Occupational Health and Safety Act (OHSA) of Ontario; and
- Remain knowledgeable of all applicable department and human resources policies and procedures of the WLU Students' Union.

## **JOB SPECIFIC DUTIES:**

Recognizing that the function of Vice President encompasses a broad and wide variety of roles and responsibilities, it is important to note that not all functions are contained within this definition, and the position itself should be ever-changing and adaptive to best meet the needs of the Students' Union. Specific roles and responsibilities allocated to the Vice President: Finance & Administration include, but are not limited to the following:

### **Human Resources**

- Develop, promote, assess and adhere to human resources best practice and to agreed systems and procedures across all levels of the WLU Students' Union;
- Aid in the continued development, review, and maintenance of the all department policies and procedures, ensuring best practices and legislative requirements are achieved;
- Act as a human resources consultant and support for all levels of the WLU Students' Union; in collaboration with the Director, Finance & Administration
- Oversee in the maintenance of all volunteer and employee personnel files, ensuring information is accurate and up-to-date;
- Oversee and where needed aid in the maintenance of all job descriptions for all levels of the WLU Students' Union;
- Provide confidential guidance and instruction to all levels of the WLU Students' Union, regularly responding to inquiries regarding human resources related issues;
- Facilitate, in conjunction with the appropriate department manager or committee coordinator, the recruitment and selection of all volunteers and employees
  - Manage and oversee the administration of the WLU Students' Union hiring system ([hiring.yourstudentsunion.ca](http://hiring.yourstudentsunion.ca));
- Conceptualize and coordinate the initial orientation and continuous professional training and development for all volunteers and employees of the WLU Students' Union; and
- Oversee and supervise the formal disciplinary process, performance evaluations, and general treatment procedures of all volunteers and employees for all levels of the WLU Students' Union, as seen fit.

### **Financial**

- Act as a financial consultant and support for all levels of the WLU Students' Union, in collaboration with the Director Finance & Administration;
- Facilitate, in conjunction with the Management Team and department managers, the development of the annual operating budget for the Students' Union, ensuring all budgets are prepared within specific period timelines and guidelines;

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- Facilitate the annual planning and budget process for all the entirety of the Students' Union , in collaboration with each budget leader and their direct supervisor
- Monitor the ongoing performance of all committees within the Students' Union and adhere to the submitted and approved operating budgets; and
- Assess the financial performance of all committees within the Students' Union, as applicable;
- Ensure that all relevant stakeholders adhere to the operating budget (as approved by the Board of Directors), unless specific changes are amended and approved by appropriate parties;
- Maintain adequate financial controls within all levels of the WLU Students' Union; and
- Consistently develop long and short-term financial plans for the WLU Students' Union, ensuring the viability of the corporation and anticipating issues or problems, in collaboration with the Director, Finance & Administration.

## **Supervisory:**

- Ensure that all paid and unpaid (coordinators, executive, and general-level volunteers) staff within all departments fulfill the requirements of their descriptions and contracts in collaboration with the HR Generalist;
- Ensure all individuals within the Finance & Administration department are adhering to Occupational Health & Safety standards;
- Oversee all performance evaluations and formal disciplinary processes for all personnel within all departments, in collaboration with the Human Resources Generalist and VP of other departments;
- Oversee the coordinators and committees within the Finance & Administration department, which currently consists of the following:
  - Associate Vice President: Finance & Administration
  - Hiring & Recruitment Committee – Brantford campus
  - Hiring & Recruitment – Waterloo campus; and
- Support the Associate Vice President: Finance & Administration with the operation of the department on the Brantford campus through regularly scheduled telephone/videoconference one-on-ones and campus visits.

## **Organizational Accountability**

- Coordinate the completion of all Board of Director Monitoring Reports for the entire WLU Students' Union, as directed by the President & CEO;
- Complete all Board of Director Monitoring Reports, as required and relevant to the Finance & Administration department, illustrating compliance through evidence-based reporting;
- Maintain, and modify where appropriate, a Finance & Administration department procedural manual, and any related committee manuals;
- Recommending long and short-term goals of the Finance & Administration department by assessing student needs; examining program resources and capabilities; preparing recommendations for long-term initiatives and undertakings;
- Recommend potential new initiatives and functions of the Finance & Administration department by analyzing student needs, with an evidence-based approach;

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- Ensures adequate student representation on university committees and input on university initiatives for issues pertaining to the Finance & Administration department, as delegated by the President & CEO;
- Implement Students' Union policy and procedures, as confirmed by the Management Team; and
- Ensure all WLU Students' Union assets (property and resources) used by the Finance & Administration department are properly handled and maintained.

## **Leadership and Collaboration:**

- Meet regularly with President & CEO and Management Team;
- Work in collaboration and consultation with the Director, Finance & Administration, Human Resources Generalist, and all full-time support staff;
- Meet regularly with each committee coordinator, as required;
- Hold regular departmental-wide meetings (including both coordinators and full-time support staff);
- Attend a minimum of one general meeting per departmental committee, per semester;
- Meet with all other WLU Students' Union personnel, as required or prescribed;
- Maintain a constructive relationship and demonstrates a high degree of interpersonal savvy within the WLU Students' Union and WLU community;
- Develop, promote, and adhere to best practice and to agreed systems and procedures across all levels of WLU Students' Union;
- Ensure open and honest communication between all WLU Students' Union departments, business operations and staff, as required; and
- Any other duties as assigned by the President & CEO.

## **TIME COMMITMENT:**

The Vice President term begins on May 1 and concludes on April 30 the following year. Prior to the May 1 start date, there is a transition period with an expectation to complete up to 10 hours of work bi-week, during the months of March and April.

- Full-time, contract position, with the expectation to work 44hrs per week;
- Core hours are 8:00am-4:00pm, Monday – Friday, however hours may vary depending on time of year and project needs, and therefore evening and weekend hours are to be expected throughout the year;
- The Students' Union operates on both the Waterloo and Brantford campuses, therefore the employee is required to maintain duties on both campuses as required; and
- Work will mainly be completed seated at a desk, using a computer.

## **COMMITTEE MEMBERSHIP:**

- Management Team;
- Student Executive;
- Vice Presidential Hiring Committee;
- Ex-officio status on any committee within the Finance & Administration department; and
- Any committee as requested or appointed to by the President & CEO.