

NOSM UNIVERSITY

JOB POSTING	
Competition Number:	2026-2136-KW
Position Title:	Associate Vice President, Finance and Administration
Unit:	Administration
Location:	Thunder Bay or Sudbury
Salary:	\$170,000 - \$210,000
Term:	Continuing
Existing Vacancy:	Yes
Competition Closing Date:	Review of Applications will begin on July 1, 2026 and continue until position is filled.

Reporting to the Vice-President, Finance and Operations (VPFO), the Associate Vice-President, Finance and Administration (AVP) provides senior operational, financial, administrative and technical leadership in support of the Administration and Operational Support portfolio. The AVP is accountable for supporting the VPFO in the effective management, coordination and continuous improvement of assigned financial and administrative functions, ensuring that portfolio operations are aligned with NOSM University's strategic priorities, approved policies, legislative requirements, public-sector accountability obligations and available resources.

The role provides senior technical advice, operational leadership, financial analysis and implementation support to ensure sound financial stewardship, effective internal controls, compliant reporting, policy alignment, risk mitigation and responsive administrative services. The AVP works closely with directors, institutional leaders and other internal stakeholders to translate strategic direction established by the VPFO, President, Executive Group and Board of Governors into effective operational plans, processes and outcomes.

The AVP exercises delegated authority from the VPFO for assigned operational, financial, administrative and compliance matters in support of the efficient and effective management of the resources, systems, policies and processes essential to the University's educational, research and social accountability mission. The AVP collaborates with and supports units across the University to strengthen service delivery, operational effectiveness, fiscal responsibility, risk awareness and compliance with Board-approved policies, while ensuring that significant strategic, reputational, financial, risk, compliance or governance issues are identified, appropriately assessed and escalated to the VPFO in a timely manner.

RESPONSIBILITIES

In supporting the VPFO, the AVP may hold lead roles in:

Leadership & Community Engagement

- Provides leadership across all NOSM University sites in Northern Ontario in developing a culture that promotes the values and mission of the University and associated academic programming, while respecting and integrating with regional culture and practice.
- Facilitates the development of a mechanism for community input and involvement in regional programming, and where possible, fosters innovation to enhance healthcare delivery and health system function.
- Represents NOSM University in local, regional, provincial, national, and international affairs in relation to NOSM University's administrative operations.
- Manages the collaborative relationship that exists between this portfolio and with other portfolios within NOSM University and external to NOSM University.
- Collaborates with external agencies (e.g. COFM, AFMC CaRMS, Government) on developing financial cases for the University programs.

Administration & Fiscal Responsibility

- Implements the administrative structure, Operations Portfolio communication strategies, and linkages with NOSM University required to support the mission and goals of the University.
- Supports the VPFO in coordinating assigned financial, administrative, facilities, information technology, human resources and compliance matters across the portfolio, ensuring that operational issues are escalated appropriately and that portfolio activities are aligned with University priorities, approved policies, legislative requirements and available resources.
- Supports effective operation of academic programming, including the academic undergraduate, postgraduate medical education, CEPD, research and graduate studies and health sciences programs.
- Maintains financial accountability for the portfolio operating budget and provides input to the overall University budget as a member of the Senior Leadership Group.
- Develops and maintains the annual budgets for the Portfolio which includes reporting and accountability to monitor and to make decisions regarding allocations. Provides annual reporting of costs, costs overruns, cost saving opportunities across the various elements of the Academic unit. Coordinates the plans for capital acquisitions.
- Provides mentorship to members of the Executive Group, Senior Leadership Group, Management Group, staff, faculty and other stakeholders as it pertains to operational accountability and fiscal responsibility.
- Plans, budgets and oversees new initiatives and projects and makes recommendations to the VPFO and/or to the Executive Group.
- In conjunction with the Director, Budget and Audit Services, develops presentations to Budget Committee and annual review of all unit budgets.
- Oversees the development and implementation of policies and procedures of NOSM University, including specific portfolio policies/procedures for the programs of NOSM University.
- Develops and chairs relevant committees in support of the mission. Participates as a member of relevant operational and administrative committees of the University and maintains liaison with other appropriate committees of the University as needed.

Strategic Planning and Corporate Services

- Oversees the development and consolidation of short and long-term strategic and operational plans for the Administration and Operational Support Portfolio, in collaboration with the other Portfolios and in accordance with the Board goals and objectives.

- Ensures corporate compliance with all legislative requirements applicable to the non-profit corporation and adherence to the policies established by the Board of Governors, including regular reporting to the Board and Committees.
- Works closely with partner institutions (universities, hospitals and other organizations (Ontario Health, Health Units, etc.) in establishing collaboration and partnership agreements and in formulating administrative solutions to issues having cross jurisdictional boundaries.
- Prepares analysis, briefing materials, financial reports and recommendations for review by the VPFO in support of Executive Group, Senior Leadership Group, Board and Board committee reporting.
- Establishes and maintains collaborative relationships with key people in the Ministries of Health (MOH) and Ministry of Colleges and Universities (MCU) and other provincial, municipal and federal agencies as needed
- Oversees investments and audits; coordinates all advancement funds and endowments

Policy Development

- Provides general policy oversight and guidance and maintenance.
- Collaborates on policy development in close collaboration with Vice/Associate/Assistant Deans, VP, Board and the President, Vice Chancellor, Dean and CEO.
- Provides broad oversight of policy approaches within the portfolios/units to ensure alignment with other policies across the University.
- Oversees the standardization in policies, procedures and terms of reference documentation and templates

Special Projects

- Responsible for management of special projects or initiatives as assigned by the VPFO including acting for the VPFO when required.

Job Specific Tasks

The AVP may, from time to time, undertake all or some of the following roles:

Financial and Administrative Management

- Provides senior financial leadership and technical advice to the VPFO in support of executive and Board decision-making.
- Ensure financial integrity is maintained by overseeing financial administration and management of the University including financial planning and forecasting, capital planning, policy development, investment alternatives, budget preparation and analysis, purchasing, accounting, financial reporting, and internal reviews and external audits.
- Maintain the financial systems and processes for management of funds, accurate and timely processing of transactions, and reliable reporting that comply with good internal controls, public sector accountability framework and directives, and legislative requirements.
- Ensure compliance with the University's reporting requirements for external reporting such as to Ministries, agencies (e.g. WSIB), Federal government (e.g. pension returns, corporate financial statements, CRA income tax filing, HST), granting bodies and other external funders.
- Prepares and as delegated by the VPFO, presents regular reports to the Board of Governors and Finance, Audit and Risk Management Committee regarding financial status, pension issues, bursary funds, capital regeneration, technology refresh, risk and liability,

recommendations for policy development, investment options, delegations of authority, acceptance of audited financial statements, etc.

- Provide leadership in the development of the NOSM University annual budget, on-going financial monitoring and annual audit process.
- Ensure collaboration on financial matters between and among all units in the University occurs proactively.
- Provide strategic oversight to the Director on payroll, benefits, and pension.
- Provide strategic advice in response to emergent financial issues and challenges.

Information Technology & Facilities

- Ensure the development of computing and information technology strategic and operational plans, policies, programs, projects and schedules for business and finance data processing, academic support systems, computer services, network communications, and other management information services to accomplish the University's goals and objectives.
- Provide direction to the Director who is responsible for providing innovative, strategic and day-to-day leadership that support the University's academic and administrative information and network communication systems, resources and technology needs.
- Ensure the University's IT infrastructure to support and guide individual units/portfolios/sites in computing and information technology efforts.
- Ensure that the Director maintains the security of the information systems, communication lines, and equipment.
- Review and approves major contracts for computing and information technology services and equipment.
- Ensure that the Director prepares enterprise objectives and budgets to facilitate overall technology sustainability and growth.
- Ensure collaboration on information technology issues between and among all units in the University occurs proactively.
- Provide direction to the Director to ensure efficient space utilization and capital renovation in accordance with School priorities.
- Approve all lease and facility maintenance agreements with host universities and other partners including hospitals and distributed site accommodation providers.
- Provides direction to the Director who has overall responsibility for the monitoring of compliance by all members of the University with federal, provincial, municipal, and host universities' policies, regulations, standards and guidelines.
- Ensures appropriate and healthy working and learning physical environments.

All other duties as assigned.

QUALIFICATIONS

Education

- Masters' degree desired in Business Administration, Health Administration, Public Administration, including studies (certificates, designations) in Finance, Administration, Law, or an equivalent combination of education and experience is required.

CERTIFICATIONS/DESIGNATIONS

- Accounting designation – CPA, CA is a requirement for this position.

Knowledge, Skills and Abilities

- A minimum of ten (10) years of relevant senior management experience is required, preferably within a medical school, university, hospital or healthcare setting.
- Strong, demonstrated knowledge and experience in financial management, budgeting and reporting, human resources, facilities, information technology.
- Experience in contract preparation and review, including knowledge of law and applicable legislation for corporate administration is highly desirable.
- Experience and knowledge of the theories, principles and trends in administration of a Canadian medical school or university would be highly desirable.
- Comprehensive understanding of governance, policy formulation, and management processes in public sector organizations.
- Experience in managing administration in a decentralized organization with geographically dispersed sites would be an asset.
- Track record of overseeing the completion of year end reports and producing financial statements that are accepted by a Board and/or government funding agencies.
- Experience in organizational design, project management, change management, and implementing quality improvement processes.
- Experience in development, implementation, and oversight of compensation and benefits programs for academic or senior professional staff, and related communications programs.
- Track record of enhancing the customer service orientation of a unit in support of the mission of the entire organization.
- Experience in Strategic and Operational Planning in complex multi-site organizations.
- Experience in planning, managing and implementing Information Systems and Technology Infrastructure.
- Demonstrated political acuity and the ability to form effective strategic alliances with all levels of government – Federal, Provincial and Municipal.
- Understanding and knowledge of Indigenous and Francophone cultures in Northern Ontario would be an asset.
- Understanding of the academic environment including program implementation and pedagogy.
- Strong interpersonal and intercultural skills; an appreciation for diversity and adaptability to different cultures.
- Strong negotiation skills with demonstrated success in a cross cultural environment
- High level communication, public relations and presentation skills
- Business acumen, including cost benefit and risk analysis skills and financial management.
- Proven record of successful leadership and management of people.
- Proven ability to work effectively in a collegial environment.
- A thorough understanding of Generally Accepted Accounting Principles and other finance rules and regulations.
- A thorough understanding of social accountability, governance and board relations.
- A thorough understanding of accounting & financial management skills including an understanding of funding models and governing fiscal responsibility.
- An understanding of risk management, IT and HR regulations and laws that pertain to these areas of responsibility.
- Understanding of research methodology; quantitative and qualitative research skills
- Management information systems knowledge.
- Marketing skills knowledge and experience as they relate to advancement needs at NOSM University.

- Human Resources management skills (recruitment, scheduling, labour relations, performance management, conflict resolution, mentoring and coaching).
- Knowledge of the Occupational Health & Safety Act and Regulations that apply to the work being performed.
- An understanding of Francophone and Indigenous culture.
- Microsoft Office proficiency (Word, Excel, PowerPoint, Outlook).

Language

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Indigenous language skills would be considered asset

Working Conditions

- Extended periods of sitting
- Interaction with employees, management, and the external stakeholders
- Working in a busy office and virtual environment with frequent interruptions
- Extra hours as needed
- Early or after hours meetings
- Travel

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # **2026-2136-KW** to:

NOSM University
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

NOSM University offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version of this posting, please contact Human Resources via email at hr@nosm.ca.

NOSM University invites applications from all qualified individuals. NOSM University is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

NOSM University does not use AI in our hiring process.

NOSM University needs to gather information about applicants' status as either Permanent Residents of Canada or Canadian citizens. Applications need not identify their country of origin or current citizenship; however, all applications must include one of the following statements:

"I am a Canadian citizen or permanent resident of Canada."

"I am not a Canadian citizen or permanent resident of Canada but I am legally eligible to work in Canada."

"I am not a Canadian citizen or permanent resident of Canada or otherwise legally eligible to work in Canada."

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.

