



NEXT STEPS REBUILDING INDIGENOUS LAW

Job Posting: Finance and Administration Coordinator

Faculty/Department: University of Victoria Faculty of Law: Grant Funded	Salary: \$70,137 – \$91,214 pro-rated annually
Employment Type: 0.6 – 0.8 FTE 1-year term, renewable	Benefits: Available after one year of employment, in accordance with UVic policies.

About the Role

The Next Steps Finance and Administrative Coordinator is responsible for coordinating financial and HR administration, grants compliance documentation, reporting, and partner support for a multi-partner, community-based research initiative. This role ensures financial and administrative efficiency, adherence to funder and UVic policies, and support for the project team and community partners for effective project management. This position acts as liaison between the university and project staff and partners, balancing the needs and requirements of the project with relevant policies and procedures of the university.

About the Project

The Next Steps initiative is an intensive, Indigenous-led effort to renew and rebuild Indigenous legal orders across Canada. This ground-breaking work draws on the legal expertise within the University of Victoria Faculty of Law and places legal research opportunities directly in the hands of Indigenous communities to rebuild their legal orders. This project is housed in the Faculty of Law at the University of Victoria.

Key Responsibilities

A. Finance and Administration (35%)



- Prepare, organize and submit financial and administrative paperwork, including business and travel expense claims, travel advances, honorarium payments, timesheets, journal vouchers and credit card reconciliations.
- Coordinate and submit service and purchasing documentation (webreqs, service agreements, and privacy impact assessments) in line with project needs and UVic policies.
- Submit invoices and payments accurately and in compliance with funding and UVic guidelines.
- Coordinate and submit appointment forms, offer letters and other hiring forms and documents.
- Track purchases for the project, including sub-projects and maintain approval records.
- Coordinate signing authority delegations.
- Liaise with UVic offices (Research Accounting, Purchasing, Accounts Payable, Payroll, Risk Management) to ensure compliance with institutional policies.

B. Grants Compliance (20%)

- Coordinate with funders and Faculty of Law officers to prepare and receive grant and contribution letters from funders.
- Coordinate with funders and Faculty of Law officers to review contracts and communicate reporting obligations.
- Work with the project team to review and adjust budgets as needed.
- Document in-kind contributions per UVic policies when required by funders.

C. Financial Reporting (25%)

- Perform monthly reconciliation of all project-related accounts; investigate and correct discrepancies.
- Prepare accessible financial tracking documents for the Executive Director to monitor spending and assess overall financial health.
- Create templates for community partners to report their spending.
- Prepare draft financial reports for funders to assist Research Accounting in producing final documents.
- Respond to inquiries about financial reports and statements.

D. Community Partner Support (20%)

- Coordinate with community research teams to establish and maintain good accounting practices.
- Develop user-friendly templates for financial reporting and expense tracking tailored for community-based teams.

- Coordinate with community research team to process travel expense claims and advances, honorarium payments, timesheets and other financial administration forms.
- Interpret data from UVic's financial system (FAST) and present it in a simplified format.
- Provide ongoing financial and administrative support to partners.

Minimum Qualifications

- Diploma or degree in accounting, finance, business administration, or a related field
- 2 years of experience in financial or business administration, including invoicing, reconciliations, and budget tracking.
- Equivalent combination of education and experience may be considered

Required Skills

- Ability to manage multiple priorities and deadlines effectively
- Strong attention to detail and accuracy in administrative processes
- Proficiency in Excel and financial management tools
- Excellent problem-solving and analytical skills
- Clear, professional communication for diverse audiences

Preferred Skills

- Experience with compliance and reporting for grants or funded projects.
- Familiarity with UVic accounting policies and practices and FAST
- Experience providing training or support to non-financial staff
- Experience working with Indigenous communities or organizations

Competencies

- Agility: Able to adapt to changing needs
- Quality Focus: Takes responsibility for doing good work on time
- Relationship Building: Collaborates with others and shares knowledge
- Service Excellence: Provides helpful, accurate and reliable support