



JOB TITLE	Manager, Finance Project Management
LOCATION	Toronto (RBC Plaza)
SALARY	Negotiable based on experience
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## POSITION SUMMARY

Reporting to the Director, Process Innovation & Controls, this role contributes to the delivery against the Finance Group's Strategic Plan through 1) effective monitoring of project execution on strategic initiatives and key projects within the Finance function, 2) promote the adoption and use of project governance and management techniques, and 3) assist in process improvement initiatives as required.

## TO APPLY

Please provide a resume and/or LinkedIn profile as well as an email and mobile phone number that we can use to contact you directly. Please apply at [www.nafor.com/2435](http://www.nafor.com/2435) or call Jeff Richmond at 416-238-6400 or by email at [jrichmond@nafor.com](mailto:jrichmond@nafor.com)

## QUICK FACTS ABOUT OXFORD PROPERTIES?

- 1700 Employees
- One of Canada's "Top 10 Corporate Cultures"
- \$31 Billion in assets under management
- 56 Million sq/ft of leasable space
- Global property portfolio: Canada (65%), U.S. (18%), Europe (17%)
- Assets include: office, retail, industrial, residential and hotels
- Properties include: TD Tower, RBC Plaza, Yorkdale, Banff Springs Hotel and Hudson Yards.
- Oxford is the real estate arm of the Ontario Municipal Employee's Retirement System (OMERS)

## RESPONSIBILITIES

### Project Monitoring and Project Management (50%)

- Lead program status reporting and risk monitoring activities, present report at monthly Finance VP meeting
- Lead project monitoring and effective challenge activities for over 15 Strategic initiatives and key projects within the Finance function, escalate key RAID (Risk, Action, Issues, Decisions) items as required
- Perform in-depth analysis of key trends and indicators across projects and highlight program risks and identify mitigation strategies
- Assist with project management of joint Finance & Real Estate Management Team projects
- Monitor status of timelines, deliverables, and resource demands
- Facilitate project meetings (including scheduling, preparing meeting presentations and other materials, drafting meeting minutes)
- Ensure compliance with project governance framework and sound project controls
- Ensure retention and documentation on key project deliverables, decisions, and project working papers
- Assist Project Leads in tracking and reporting realized benefits and post-implementation reviews/ lessons learned

- Active project management of large scale or higher risk projects

#### **Project Management Methodology and Advisory (30%)**

- Maintain and enhance existing project management framework and methodology
- Assess industry best practices and recommend approaches to improve project management toolbox
- Represent Finance as key contact on other enterprise-wide projects
- Liaise with IT project management team as single point of contact on resource and deliverable coordination between Finance and IT
- Advise project teams on each phase of the project, from planning to close-out, including by not limited to:
  - Assist in the identification and prioritization of projects across the Finance function
  - Define project scope and phases
  - Develop charter, detail project, resource, and communication plans
  - Identify, assemble, and document key stakeholder groups, project teams, committees, and business user requirements
  - Develop project budget
  - Establish project timelines, milestones and deliverables
  - Develop testing strategy, documentation of testing results
  - Review project documentation and ensure appropriate sign-offs and approvals are obtained on a timely basis
  - Refine and tailor RASCI (Responsible, Accountable, Supported, Consulted, and Informed) model between key stakeholder groups as appropriate for each project
- Actively collaborate with Project Leads to maintain project momentum and to achieve key milestones

#### **Finance Process Reengineering (10%)**

- Assist in process reviews and the identification of process reengineering opportunities within the Finance function
- Facilitate process mapping sessions to document 'as-is' environment, develop action plans, brainstorm 'to be' future state, as required

#### **Knowledge Transfer (5%)**

- Act as the subject matter expert on project management within the Finance function, facilitate knowledge transfer to project team members
- Advise Project Leads and Finance leadership team on project management issues and queries as required
- Develop and facilitate training sessions on project management in coordination with the Learning and Development team

#### **Other (5%)**

- Assist Director with other initiatives and projects as required

### **QUALIFICATIONS:**

- University Degree (in Business or related field)
- Project Management Designation (e.g. PMP)
- Chartered Professional Accountant preferred
- 5-7 years industry experience with at least 2-3 years' experience in a project management role, or consulting experience with a focus on project management and process reengineering
- Lean/Six Sigma experience an asset
- Seasoned project manager with strong knowledge of project management methodologies, governance and controls, processes, and tools (e.g. Microsoft Project, Visio etc.) with emphasis on project monitoring and risk mitigation
- Experience managing multiple large cross-functional finance projects
- Strong facilitation and presentation skills, collaborative working style
- Ability to influence and direct others, and ability to develop relationships at all levels of the organization by building credibility and trust
- Understanding the subject matter and complexities of each project in enough depth to be able to effectively oversee the project and direct project resources