

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position
09-2744	Controller – HQ & Field Operations	Director Corporate Services

Department	Division/Region	Community	Location
Education	Corporate Services	Iqaluit, NU	Headquarters

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

This position is one of two Senior Financial Managers, with full accounting authority, for the Department of Education in Nunavut. Reporting directly to the Director of Corporate Services, this position is responsible for the administration and implementation of the current year's budget cycle, Business Plan and Main Estimate document development. The incumbent, in collaboration with the Controller for School Operations, is responsible and accountable for developing and managing the Operations and Maintenance (O&M) budget in excess of \$168 million (with particular emphasis on the \$73 million headquarters and field operations budget) and overseeing a Capital Budget in excess of \$24 million. Reporting directly to this position are three headquarters positions, one Senior Finance Officer in Iqaluit and one in Arviat and a Budget Analyst in Iqaluit. Additionally, there are three indirect reports, as the three regional Supervisors of Finance & Administration for the Employment and Career Services offices, although reporting to the Directors of their Regional Divisions, are also responsible to the Controller, HQ and Field Operations. A major aspect of this position is the provision of functional direction as well as providing an advisory/collaborative support function to the Directors of six regional offices and three decentralized headquarters offices, including Nunavut Arctic College, with emphasis on Headquarters and the Field Operations offices. The incumbent develops financial policies and procedures in consultation with the Senior Management positions in all areas of the Department of Education. This position is responsible for: developing, monitoring and maintaining the Department's O&M budget and corresponding revisions; preparing all budgetary Financial Management Board Submissions; providing financial interpretations of regulations, policies, procedures and guidelines to ensure effective and efficient financial management of the department's resources; directing the year-end procedures for the department and providing the first line of contact with representatives from the office of the Auditor General; ensuring that reporting requirements for Divisions, Regional Offices and Regional School Services are met as required. Additionally, the incumbent fills in as Acting Director of Corporate Services as and when required.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

This position will provide the professional expertise to ensure that Education Nunavut is in control of the annual Operations and Maintenance budget and Capital budget. The incumbent will establish an environment of financial accountability within the Department by ensuring that program managers understand their responsibility for financial management and have the skills to manage budgets within the existing accounting system through financial direction, leadership and instruction given to three Headquarters offices, six regional offices, including 27 District Education Authorities, and Nunavut Arctic College. The incumbent is responsible for ensuring all strategic direction, policies, procedures and processes are developed and adhered to in accordance with best practices and prescribed legislative requirements such as GAAP, the Financial Administration Act, Government of Nunavut regulations and directives, Nunavut Land Claims Agreement, Bathurst Mandate, and Nunavummi Nangminiqaqtunik Ikajuuti. The duties and functions of the position have a significant impact on all of the Department's operations. Within the regular work routine, the incumbent prioritizes and establishes his/her own time frames and work schedules. The incumbent receives written and verbal instructions and is assigned deadlines from the Director of Corporate Services as well as the Deputy Minister. The Controller of HQ and Field Operations contributes to the effective management of the Department through constructive teamwork as a member of the Senior Management Team

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The incumbent is responsible for the strategic financial direction for Education Nunavut and for the establishment of proper budget control systems through:

- Directing the development of the annual Department of Education O&M budget within a strict framework established by the Department of Finance
- Directing and advising the Regional Managers in finalizing their respective budgets to incorporate in the Departments Main Estimates and Business planning development.
- Establishing budget control processes and procedures within in each regional office to ensure expenditures meet the requirements of the Financial Administration Act, Generally Accepted Accounting Procedures, the Education Act, and departmental procedures.
- Reviewing and ensuring the formula funding for Schools and Post-Secondary education adequately provides the resources necessary for the provision of education programs
- Establishing a process of financial reporting which allows for the preparation of accurate quarterly financial projections, which will ensure that the Department does not exceed the annual budget allocation and assists in management decision-making.
- Directing, advising and assisting the regional Finance Managers / Supervisors and their respective Executive Directors / Program Managers in reviewing expenditures and preparing year-end projections as part of the monthly budget variance analysis.
- Analyzing individual and collective budget variances and obtaining, where necessary additional/supportive data to ensure the department remains within its targeted budget.
- Ensuring the necessary financial reporting systems are established to provide accurate forecasts and control of expenditures for informed management decision-making.

- Co-ordinating the development of FMB submissions to ensure the requirements for additional resources are identified and requests are properly submitted.

The incumbent, in collaboration with the Controller of School Operations, is accountable for assessing the adequacy of financial controls in place across the Department to ensure that audit requirements can be met in highly visible public programs by:

- Working closely with the core financial management group to ensure accurate use of the Government's financial system (Free Balance);
- Developing training strategies and directions to ensure all financial staff are thoroughly competent in all areas of the Government's financial management system
- Establishing policies and procedures to ensure Third Party funding opportunities and resources are maximized.
- Ensuring the financial controls required to account for annual contributions to District Education Authorities are in place and adhered to.
- Assist Income Support HQ staff as required to ensure proper operation and control of the \$21 million Income Support Program in order to address potential critical control issues associated with a highly decentralized program and thereby minimize the possibility of misdirected funds and the incidence of fraud.
- Working closely with the financial staff of the Nunavut Arctic College to review financial systems and controls and to deal with audit observations requiring intervention from the Department.
- Reviewing existing budget methodology (e.g. Funding Formula) to determine its viability in a dynamic and ever changing environment.

The incumbent directly supervises two Senior Finance Officers and one Budget Analyst and indirectly supervises three regional Supervisors, Finance & Administration, in addition to acting in an advisory capacity and occasional supervisor to the other three Managers, Finance & Admin and Senior Finance Officer, who are accountable for all financial processing of Education Nunavut by:

- Providing direction and support to the Budget Analyst at HQ and the Supervisor, Finance & Administration in the regions and Senior Finance Officers HQ who supervises the daily operation of the units;
- Defining the division of responsibility in the department and organizing it to ensure that it operates effectively with the proper separation of duties;
- Ensuring that payments are being made to suppliers in a timely fashion;
- Reviewing and assessing the training needs of all financial staff and directing the Senior Finance Officers to provide training and assistance to financial staff of six regional offices and three HQ offices of Education Nunavut;
- Preparing informational and briefing material for use by the Minister of Education in dealing with issues related to the financial operations of Department of Education including the 27 District Education Authorities
- Keeping the Deputy Minister and other Senior Management informed of the status of the fiscal health of the department and respective divisions.
- Developing and implementing departmental standards and procedures
- Providing advice and guidance in assisting the regional Managers of Finance in the

investigation of any financial irregularities and bring forward recommendations to address any shortcomings in financial control.

In a backup or support capacity, the incumbent provides technical advice and assistance to the Regional School Operations in their support of District Education Authorities by:

- Coordinating specific accounting support, investigation of accounting irregularities, training requirements of DEA staff, roles and responsibilities of DEA's etc.
- Identifying and assisting in the professional development of the DEA Development Officers to ensure they have the necessary tools to provide support to the DEAs (e.g. financial training).
- Directing the preparation of reports to senior management on the status of each District Education Authority's financial stability including recommending appropriate intervention where necessary.
- Providing guidance and direction in the completion of the annual DEA audits.

The Controller, HQ & Field Operations is responsible for supporting the human resources process within the department by assisting with new financial staff selection and orientation.

- The incumbent establishes the department's procedures for ensuring new hires are properly entered into the government financial system in a timely fashion. This position ensures that staff development strategies are being achieved through the performance appraisal process.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

Professional Accounting designation (CA, CMA, CGA) with a minimum of 5 years of progressive senior accounting experience or a Bachelor of Commerce or Business Administration Degree with an accounting or finance major, along with at least 7 years of progressive senior accounting experience.

Demonstrated ability to use a computerized accounting system (both PC and Network based).

The incumbent should have a broad background and significant experience in accounting operations, budgeting and financial planning. Excellent knowledge of the full range of financial and administrative functions, including accounting, asset and material management, contract management, administering grants and contributions, implementation procedures, internal audit and management information systems are necessary.

Senior experience in managing support staff and strong skills in the development of accounting structures to support a diverse operation with a large budget is critical.

The incumbent must have strong interpersonal skills and the ability to communicate effectively

both orally and in writing with staff and all levels of management, in addition to excellent team building skills to both lead and motivate staff to the successful completion of their responsibilities.

The position requires strong analytical skills and the ability to interpret policies, directives, collective agreements and formula funding models.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

A large part of the incumbent's time will be spent in a sitting position working in front of a computer and on the telephone.

The incumbent will spend 10% to 15% of their time out of their normal work location traveling to the Regional offices.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

The incumbent works in a busy, open work environment with frequent disruptions, impacting the ability to concentrate.

There is some travel (about 10% to 15% of time) to the three Regional Field Operations offices and Headquarters office in Arviat, providing supervision, training assistance and accounting advice and guidance.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

Incumbent spends a substantial amount of time in front of a computer terminal. This can result in eyestrain and other physical discomforts.

Incumbent spends a great deal of time reviewing financial documents and reports requiring a fair amount of attention to detail.

The incumbent also spends considerable time on the telephone dealing with various issues pertaining to financial matters.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

The incumbent is faced with a highly demanding job, sometimes requiring long hours of work in extremely stressful conditions. The absence of established systems in a relatively new government combined with the demand for effective financial controls make this a challenging, demanding and time-consuming position.

Demands will be constant for additional resources that may not be available.

The incumbent is involved in various tasks and projects requiring input from a variety of sources. Patience and tact are considered essential in dealing with these situations.

The incumbent will be required to complete varied assignments in a timely manner, and deal with simultaneous priorities. Stress and pressure will be experienced due to the high volume of work, high level of accuracy required, strict deadlines, working with Senior Management, and the Controllership function of this position.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.