

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	
03-05070	Senior Finance Officer	03-10800-Manager, Financial Operations	
Department	Division/Region	Community	Location
Finance	Financial Operations	Iqaluit	Iqaluit
Fin Code: 03610-01-1-111-0300000-01-????			

2. PURPOSE

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

Senior Finance Officers provide accounting services such as accounts payable, accounts receivable, revenue operations, etc., in accordance with generally accepted accounting principles (GAAP), all applicable legislation, policy, procedures and collective agreements, ensure effective accounting controls are in place and implemented correctly, and that financial transactions, payment processes, revenues, general ledger maintenance, account reconciliations and reports are conducted in a timely manner.

Positions provide senior financial advice and support to clients, assess and evolve financial procedures, internal controls, audit verification processes and reporting, to ensure operational effectiveness, quality financial and client services, in accordance with the financial and service goals of the Government of Nunavut.

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?

Senior Finance Officers impact the quality of accounting operations, budget control and financial services provided to the assigned Department, compliance with legislative, policy and financial control frameworks and the accuracy of financial reports.

This impacts timely and correct payments to employees and suppliers, the secure handling and deposit of revenues, accurate financial reports for management decision making and corporate use, effective control, transparency and legality of multi-million dollar O&M and capital budgets and all accounts specific to the assigned portfolio, and the reputation of the Department and the Government of Nunavut internally and externally.

Senior financial advice on program administration and on more complex high risk program accounts impacts sound financial decision making by program and other managers.

Development and delivery of training programs enhances compliance with legislative and policy requirements.

Oversight or provision of assigned administrative responsibilities impact cost effective arrangements, internal and external client satisfaction, effective relationships and work unit effectiveness.

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.

Operational Infrastructure Development:

Plans, develops and manages the implementation and evolution of approved operational policies, procedures, processes, tools and systems governing accounting operations and other financial services.

Financial Responsibilities:

Plans financial services in the areas of accounts payable, accounts receivable and revenue operations, including the processing of revenue, program, grants and contributions, contracting, payroll, travel, petty cash, and all reconciliations, general ledger maintenance and reporting.

Monitors and ensures compliance with GAAP, financial and other applicable GN legislation, policy, procedures and collective agreements, and the effective control of assigned accounts, revenue, multi-million dollar budgets and assets.

Administers/verifies complex, higher risk accounts. Exercises defined delegated authorities in accordance with the Financial Administration Act (FAA).

Oversees the coordination of department-wide financial requirements, such as budget submissions, year-end processes, the update of controllable asset inventories and the write-off of surplus or obsolete assets, and the maintenance of delegated authorities and specimen signature cards.

Works closely with the Manager on budget forecasting, monitoring and control. This involves participating in the preparation and analysis of expenditure reports, determining trends in expenditures for budget forecasting; comparing expenditures against budget allocations to ensure budgets are not exceeded; and generating detailed reports from the financial system to analyze monthly variance reports.

System Entry and Operations:

Provides senior advice on the maintenance and quality of information in the Free Balance financial and other systems, control processes, audit preparation, and required reporting.

Conducts reconciliations of the most complex and high risk accounts and resolves more complex issues.

Ensures systems are functioning effectively and users are informed of changes, and adds system user accounts.

Advisory Services:

Provides senior financial expertise to Program Managers on such issues as budget status, the administration of complex high risk program accounts, funds, contracts, payroll and other issues, and negotiates acceptance of optimal courses of action where competing interests and priorities exist.

Advises on the correct interpretation and application of financial and applicable legislation, policy, processes and collective agreements, and develops and delivers training programs across the Department.

Provides senior advice to the Manager on such issues as budget forecasting, management and adjustments, the reallocation of funds, and the financial implications of proposed policy changes as they pertain to financial procedures and the FAA.

Investigation, Research, Analyses, Studies and Projects:

Determines needs, plans, conducts or leads ongoing and ad hoc studies and research projects; carries out in-depth analyses of program initiatives, budget and other financial issues. Analyses and summarizes results.

Documentation:

Develops a wide range of system-wide and ongoing and ad hoc financial reports, responses to internal and external enquiries, and challenges program documentation submitted by assigned clients. Provides input to such documents as Financial Management Board submissions, responses to audit findings, backgrounders, Ministerial briefing notes, Main Estimates, business plans, the five-year financial plan; supplemental budget requirements, and responses to Access to Information and Privacy Act.

Contacts/Representation:

Initiates and establishes effective working relationships within the Department, with other government departments on financial management issues, requirements and developments, and with functional authorities engaged in policy, procedural and system development. Participates on assigned committees, working groups and attends meetings, and negotiates the Department's perspective in the handling of issues and the development of new/modified financial policy, procedures, tools and system improvements. Represents the Department with auditors, vendors, suppliers, the general public and other stakeholders, ensures effective relations, and negotiates the resolution of financial issues as well as service contracts, as assigned.

Records Management:

Oversees the maintenance of accounting records and databases, and the filing, access, return, destruction and archiving of confidential and other records in accordance with records management policy.

Other Services:

Provides other services, such as assigned program and administrative support. May act for the Manager during periods of absence, and ensures back-up services to staff (e.g., finance, program related initiatives, administration), and support during peak periods.

Coaching/Supervision:

Orients new employees, coaches and motivates them to continually maximize performance, identifies training and development. Provides support to new staff on the methods for using systems, and on the correct interpretation and application of financial, travel, HR and general administration policy and procedures.

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.

Job Content

Theories and principles of Generally Accepted Accounting Principles (GAAP), including methods, techniques and practices of accounts payable, accounts receivable, revenue management, budget forecasting, monitoring and control, reconciliation, variance analysis, delegated authorities, controllable capital assets, accounting controls, audit, ongoing, year-end and other financial reporting.

Solid understanding of legislation and policies respecting financial administration (e.g., Financial Administration Act, Financial Administration Manual, collective agreements).

Solid knowledge of financial and other systems.

Knowledge and comprehensive understanding of Government of Nunavut structures, mandates and priorities, and good knowledge of the organization, services, programs and funds administered by the assigned Department.

Solid knowledge of legislation, policies, directives and guidelines governing the work (e.g., employment related, travel, contracting, records management, access to information and privacy, official languages)

Trends and developments in financial administration.

Solid knowledge and understanding of the social and cultural milieu of Nunavut, including but not limited to, Inuit culture and economy, community awareness,

Skills and Abilities

Advanced critical thinking and analytical skills

Advanced verbal and written communication skills, including training skills

Demonstrated interpersonal and influencing skills

Organizational skills and a systematic approach to problem solving

Advanced client service orientation

Ability to interpret and apply legislation, policies, procedures, guidelines and standards consistently, in a wide range of areas, some of which are complex and high risk (e.g., finance and high risk accounts, audit, employment, travel, contracting, records management, Department-specific), and to work independently.

Ability to create and work in a team environment

Ability to develop and deliver system-wide training programs to build financial knowledge.

Maintain financial systems, and other databases, spreadsheets and word processing programs, and manage/produce accurate financial and other reports, system-wide, program specific, administration documents and materials.

Able to address the implications of decisions in the context of departmental practice, guidelines or legislated requirements, any of which may be in conflict.

Qualification Requirements:

Typically, the above knowledge, skills and abilities, would be attained through the following:

- Normally acquired through a diploma in business administration or related field.
- Minimum of 3 years of relevant experience in accounting, auditing or similar financial area, in a computerized environment.
- Experience in conducting background research and analysis.
- Experience developing financial reports and summaries.
- Experience in providing advisory services to a clients.

An acceptable combination of related education, training and experience may be considered.

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.

Physical effort is required when sitting for extended periods to enter financial data and review/verify transactions for accuracy and compliance. Extended periods of sitting to work at a computer or calculator (four to five hours per day) can result in exposure to muscle and eye strain.

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.

Works in a traditional office environment, with exposure to multiple demands, competing priorities and deadlines, and the requirement to respond to requests for service, information, etc. which may pose risk of stress-related illness; eye strain from exposure to glare from a video screen; and muscle strain for sitting and keyboarding for extended periods of time.

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 through one or more of the incumbents' senses.

Substantial amount of time in front of a computer terminal and reviewing financial documents. There is a requirement for accuracy requiring a significant concentration and attention to detail which can contribute to eyestrain and other physical discomforts.

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.

Pressure to meet deadlines (particularly during key times of the year such as month-end and year-end) while maintaining reasonable financial control. Unless well managed, the stress associated with these items can contribute to burn-out.

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”.