

1. IDENTIFICATION

| Position No. | Job Title | Supervisor's Position | Financial Code | |
|----------------------|---|--|--------------------------------|------------------|
| 08-10273 | Grants and Contributions Financial Analyst | Manager, Finance and Administration (08-05121) | 08050-01-1-235-0800000-01-???? | |
| Department | | Division/Region | Community | Location |
| Culture and Heritage | | Corporate Services (08050-01) | Iqaluit | Trigram Building |

2. PURPOSE

| Main reason why the position exists, within what context and what the overall end result is. |
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| <p>Under the Direction of the Manager, Finance and Administration, the incumbent is responsible for financial and administrative accountability of the Department's grant and contribution programs. Financial and Administrative integrity of grant and contribution programs is a vital responsibility of the Corporate Services division.</p> <p>Main duties include coordinating grant and contribution planning with the core business of the Department; ensuring adherence to all grants and contributions policies and the Financial Administration Manual (FAM); establishing effective systems and procedures; developing performance measures; determining and managing risk; and assisting the Administration Officer, Grants and Contributions.</p> |

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? |
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| <p>The Grants and Contributions Financial Analyst is responsible for the effective coordination of all aspects of the financial and administrative accountability of the Department's grant and contribution (G&C) programs. The Department has a 2018-2019 G&C budget that exceeds \$9 million. This position safeguards government assets by ensuring compliance with the <i>Financial Administration Act</i>, FAM, Generally Accepting Accounting Principles (GAAP), and all applicable government and internal financial and administrative departmental policies and regulations. As a result, departmental, financial and administrative compliance for G&C programs is dependent upon the incumbent's ability to effectively administer the assigned program responsibilities.</p> <p>The position works directly with funding recipients, program managers and officials in the Department of Finance. Duties include following up with funding recipients to recover outstanding amounts owed to the Government of Nunavut (GN), preparing accountable advances, preparing funding agreements, establishing effective administrative procedures, developing guidelines and applicable application forms, working with the Department of Justice to ensure the use of appropriate contribution agreement templates, monitoring expenditures and budget allocations, recommending policy changes, reviewing effectiveness and recommending changes as required.</p> |

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.

1. Financial Administration

- ◆ Support departmental officials during discussions to obtain federal resources to meet departmental objectives and community needs.
- ◆ Establish standardized procedures and protocols for collecting financial reports.
- ◆ Report on policy and program effectiveness to ensure government accountability for use of program funds.
- ◆ Develop quarterly and annual program activity reports for distribution amongst staff and the public.
- ◆ Coordinate departmental efforts to achieve an integrated approach in developing funding proposals.
- ◆ Ensure compliance with the GAAP.
- ◆ Ensure compliance with all G&C policies.
- ◆ Monitor G&C budget allocations to ensure no program category budget is exceeded.
- ◆ Assist in drafting Financial Management Board submissions to reallocate budgets between program categories as required.
- ◆ Follow-up with funding recipients to recover funds during cases of non-compliance.
- ◆ Follow-up with funding recipients to ensure all mid-year and year-end financial reports are submitted.
- ◆ Establish new accountable advances and clear outstanding accountable advances as required.

2. Performance Management

- ◆ Assist in developing performance measures and benchmarks to assess the effectiveness of the G&C programs.
- ◆ Liaise with departmental managers to ensure that there is an up to date overall picture on departmental funding programs and projects to inform senior management.
- ◆ Produces reports and recommendations on departmental utilization of contribution funding to prevent lapsing of funding.
- ◆ Reviews funding agreements for consistency of approach and standard clauses and reporting requirements.
- ◆ Develop quantitative and qualitative performance measures.
- ◆ Determine and manage risk.
- ◆ Assist in developing guidelines that incorporate evaluation criteria.
- ◆ Evaluate policy and program effectiveness through individual assessment and comparison analysis.
- ◆ Recommend policy and program improvements as required to strengthen business development capacity in Nunavut.

3. General Administration

- ◆ Assist in developing G&C guidelines, templates and applicable application forms.
- ◆ Recommend policy changes as required.
- ◆ Establish effective administrative procedures.
- ◆ Consult with departmental officials as necessary to ensure that applications are consistent with departmental objectives.
- ◆ Makes recommendations for approval and prepare contribution agreements for the signature of both parties.
- ◆ Monitor activities of recipient and keeps in contact with the recipient, the non-profit organizations and municipal officials.

- ◆ Hold meetings with recipients, community governments and non-profit organizations when necessary.
- ◆ Reports on programs and make recommendations for more effective and efficient services.
- ◆ Draft and forward letters and contribution agreements to funding recipients as required.
- ◆ Help to define eligibility requirements for funding recipients.
- ◆ Participate on working groups that review funding applications and make recommendations to the applicable program directors.
- ◆ Develop strategies that help to promote the department's G&C programs.
- ◆ Assist in training individuals and non-profit organizations with regard to the G&C programs.
- ◆ Help to ensure the G&C process is fair and transparent.
- ◆ Provide recommendations to the program directors to improve program and policy criteria and guidelines to fit changing community and business needs.
- ◆ Maintain a library of best practices from other jurisdictions, and network with counterparts as appropriate.
- ◆ Performs other related duties as required.

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 behaviors 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.

The incumbent should have completed Grade 12 and at least three years in an administrative role working with financial and/or economic issues as well as researching diverse and complex programs.

The incumbent requires a sound knowledge of the following: the GN's *Financial Administration Act*; Financial Administration Manual; Generally Accepted Accounting Principles; Canada Revenue Agency regulations; Government of Nunavut Contract Procedures; the NNI Policy; government computerized accounting systems, data entry and computer applications.

A combination of education, skills, abilities and experience relevant to the position will be considered. This experience must include managing or administering funding programs, or project management, or developing funding proposals and financial management, accounting procedures or budget preparation.

Experience in business or with a non-profit organization would be a major asset. Experience with Culture and Heritage programs, or managing/administrating a government program would be an asset.

Good oral and written communication skills in English are required. Excellent interpersonal skills as well as the ability to negotiate, analyze, evaluate and assess materials at a strategic and program delivery level are required.

A capacity to communicate in Inuktitut, French and/or Inuinnaqtun would be an asset in allowing the incumbent to explain issues to, and work with, Federal officials, participate in public consultations, and work with community groups.

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.

- ◆ Daily use of computers and other office equipment.
- ◆ Much time is spent in a sitting position with frequent opportunity to move about.
- ◆ The incumbent may be required to travel. Travel is almost entirely by air, and is sometimes on small aircraft, in adverse flying conditions, and for extended time-periods.
- ◆ Extended work hours are necessary on occasion to complete projects and to address immediate concerns. Fatigue may result.

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 disrupt regular work schedules and travel requirements, and conditions that increase the risk of accident, ill health, or physical discomfort.

- ◆ The incumbent works in a typical office setting, dealing with human resources issues that impact on personal privacy, and can be politically sensitive in nature.
- ◆ Climatic conditions can vary, including extreme cold and windy conditions may have to be taken in consideration when visiting communities.
- ◆ Frequent winter storms and summer fog delay many airline schedules which may strand a traveller for extended periods.
- ◆ Accommodations in the communities often lack hotel-type amenities, dietary choice, and privacy

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.

- ◆ The incumbent will work with computers daily, LCD projectors and other miscellaneous electronic equipment from time to time.
- ◆ Reviewing and writing detailed electronic and hard-copy documents and reports (daily basis) can cause eyestrain and other physical discomforts.
- ◆ The incumbent spends considerable time on the telephone and in face-to-face meetings while dealing with a variety of G&C issues where being extremely attentive to detail is required.

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.

- ◆ This position is subject to competing priorities and demands that can be stressful and time sensitive therefore, the incumbent will be under constant pressure to balance G&C policies and procedures with the demands, expectations, or needs.
- ◆ The incumbent is under considerable stress based on the significant risks associated with poor judgement, decisions, advice and if G&C issues are handled inappropriately.
- ◆ The incumbent must coordinate a heavy workload and competing deadlines, and liaise with colleagues or clients in person, over the telephone, and electronically.
- ◆ The incumbent must explain G&C policies to public or clients which may be mentally draining and requires a high degree of knowledge, confidence, tact, and diplomacy.
- ◆ Contact with other government departments and outside agencies may require extensive discussion, debate, and negotiation. This requires a high degree of enthusiasm, confidence, discretion, diplomacy, and sensitivity to inter-cultural relations.
- ◆ The incumbent must be able to work effectively within a cross-cultural environment.

7. CERTIFICATION

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

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”.