

## 1. IDENTIFICATION

| Position No.                | Job Title                               | Supervisor's Position                               | Financial Code:                |           |
|-----------------------------|---|---|--------------------------------|-----------|
| 12-03811                    | Manager, Budgeting & Financial Planning | Vice President & Chief Financial Officer (12-03898) | 03300-01-1-111-0302004-04-???? |           |
| Department                  |   | Division/Region                                     | Location                       | Community |
| Nunavut Housing Corporation |   | 12000-01  | Baffin                         | Iqaluit   |

## 2. PURPOSE

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| <p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p>   |
| <p>To develop and manage long and short range capital and Operations and Maintenance (O&amp;M) planning, develop budget standards and provide financial planning for the Corporation in accordance with the Financial Administration Manual and related policies, procedures, directives and regulations, in order to provide effective planning, control and reporting for the Corporation.</p> |

## 3. SCOPE

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| <p><b>Describe in what way the position contributes to and impacts on the organization.</b></p>   |
| <p>This position is located in the Finance Division of the Housing Corporation's Directorate Office in Iqaluit. The incumbent reports directly to the Vice President &amp; Chief Financial Officer is responsible for delivering centralized services to, and impacts, 25 Local Housing Organizations, all District Offices and Corporate Divisions, the GN, Federal Departments and individual Corporation clients. The magnitude of the budget impacted by this position is \$200 (O &amp; M) including \$70 -100 million in capital.</p> |

## 4. RESPONSIBILITIES

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| <p><b>Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.</b></p>  |
| <p><b>Develops and manages the Corporation's budget standards and processes for Capital Planning and operational revenues and expenditures by:</b></p> <ul style="list-style-type: none"> <li>◆ Researching and reviewing external budget standards and methodology for setting standards for potential utilization by the Corporation;</li> <li>◆ Comparing actual expenditures with estimates to establish trends;</li> <li>◆ Developing a standard cost utilization based on actual cost per household, housing unit, square footage, Local Housing Organization, Division and District;</li> <li>◆ Consulting with users to improve standards and recommend changes to the existing budget standards;</li> </ul> |

and

- ◆ Developing, records, monitors and controls all the Corporation's Capital Project Approvals (CPAs) and Budget Vouchers (BVs). Recording of Budget data includes entering budgets as per Annual Main Estimate Cash Flows, LHO cash flows, Staff Housing (O&M) cash flows and entering the CPAs and commitment documents into the FreeBalance system on day- to-day basis.

**Develops and manages the Corporation's long range capital planning processes to assist Senior Management in establishing their strategic objectives and plans by:**

- ◆ Producing the Corporation's Five-Year Capital Plan for review; and
- ◆ Producing a Twenty Year Capital Needs Assessment to be used by the Corporation and FMBS (Financial Management Board Secretariat) as the primary strategic planning tool in developing the Capital targets for the Social Programs Envelope.

**Manages and co-ordinates the short term planning processes and develops the annual Corporate Capital Plan, Business Plan, Operation Plan and Main Estimates by:**

- ◆ Reviewing Corporate procedures to ensure that budgetary requirements are met in a manner which allows for accurate and timely planning and reporting;
- ◆ Developing a financial cycle, which is consistent with the Government of Nunavut schedule for Senior Management indicating the level of information required and timing;
- ◆ Conducting on-going budget review sessions with Senior Management and provides advice and support in the area of budget and financial planning;
- ◆ Reviewing and analyzes capital projects and O&M expenditures and provides quarterly reports (Capital Project Status Reports and O&M Variance Reports) to the Corporate Executive Committee (CEC) for review and approval;
- ◆ Maintaining listing of fire damages to public housing units and tracks status of fire damage damage fund to ensure adequate funding is in place; and
- ◆ Maintaining listing of public housing unit inventory and ensures that budgets and financial forecasts include the impact of any changes to this inventory.

**Evaluates proposed policies and analyzes financial data and reports to determine impact on the Corporation's and Government of Nunavut's Main Estimates and financial/capital plans by:**

- ◆ Analyzing Corporation, GN financial policies, ratios, statistics, reports and formulas to determine financial implications and trends/projections and submits reports to Senior Management;
- ◆ Developing various options concerning block funding formulas and capital allocations, etc. for discussion with Senior Management;
- ◆ Analyzing utility rates, consumption data and other major components of Local Housing Organizations funding to provide a number of alternative solutions for approval by the Corporate Executive Committee;
- ◆ Developing and proposes to Senior Management financial policies that are consistent with good business practices; and
- ◆ Representing the Nunavut Housing Corporation on the Nunavut Government Interdepartmental Committee on Capital Planning, as requested. This committee reviews all Nunavut government Capital Projects and provides recommendations to the Financial Management Board.

**Monitors corporate cash management and invests surplus funds, to ensure optimum return on investments while minimizing risk exposure of capital by:**

- ◆ Monitoring the budget allocation process, the capital project and O&M expenditures variance to identify surplus funds that can be invested until it is reallocated;
- ◆ Preparing the cash flow analysis to determine ongoing cash requirements and provides monthly report to management on variances to plan, surpluses or deficits, and remedial action as required; and
- ◆ Investigating the options to invest surplus funds and acts on the option that generates the best return on investment.

**Administers the delivery of the unilateral portfolio transferred under the new Social Housing Agreement, to ensure compliance with the provisions of the operating agreements by:**

- ◆ Monitoring sponsor group for their compliance with the provisions of their operating agreement.
- ◆ Conducting project annual inspection and client visits to monitor sponsor's operations in the areas of

- finance, administration, leasing and maintenance.
  - ◆ Providing support and advice to sponsor groups who are experiencing financial difficulties.
  - ◆ Reviewing and approves annual budget for subsidized clients.
  - ◆ Reviewing annual financial statements and follows-up on Auditor’s comments and recommendations.
  - ◆ Administering the loans that are transferred to the Nunavut Housing Corporation for all the unilateral projects and minimizes project defaults and losses.
  - ◆ Preparing briefing notes and status reports on all issues relating to the portfolio.
- Administers contributions and audit/reporting requirements in accordance with the provisions of the new Social Housing Agreement by:**
- ◆ Administering the cash flow between CMHC and the Nunavut Housing Corporation under the new Social Housing Agreement.
  - ◆ Administering the amortization for public housing and the mortgage payments to CMHC for the unilateral portfolio.
  - ◆ Conducting the Annual Program Audit for all the programs.
  - ◆ Completing the Program Performance Reporting requirement on all programs.
  - ◆ Tracking and monitors all sales, write-offs and replacements of units in all programs.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

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

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**Contextual Knowledge**

- ◆ Detailed knowledge of accounting theory, generally accepted accounting principles and financial analyses and planning
- ◆ Understand and apply statistical and economic data manipulation
- ◆ Knowledge of public administration and associated financial accountability and control processes

**Skills & Abilities**

- ◆ Financial Management and Budgeting Skills
- ◆ Excellent computer skills including in-depth knowledge of Microsoft Excel, Microsoft Word, and Windows
- ◆ Ability to interpret procedures, policies, directives, Financial Administration Manual, other GN Acts
- ◆ Strong interpersonal skills and the ability to communicate effectively both oral and in writing with staff, and management, contractors, federal agencies and others as needed

The above Knowledge, Skills and Abilities are normally acquired through a degree in Accounting, Business Administration, Budgeting, or Finances, and 4 years of working experience in Financial Planning.

**Assets**

- ◆ A professional accounting designation (CPA) is considered an asset.

## 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 occurrence of physical demands, environmental conditions, and demands on one’s senses and mental demands.**



## Physical Demands

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

Most of the incumbent's time is spent in a sitting position with frequent opportunity to move about

## 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.**

The incumbent will work in a generally comfortable work environment with little to no possibility of accident or ill health. From time to time the incumbent will be required to travel and meet with Local Housing Organizations to present budgets and their methodologies.

## Sensory Demands

**Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.**

The incumbent requires normal use of senses (seeing and hearing) in order to perform the day to day activities of the position. Extensive use of computers requires focused concentration.


## Mental Demands

**Indicate conditions that may lead to mental or emotional fatigue.**

The incumbent may experience moderate levels of mental stress on occasions, to meet the yearly budget planning and the quarterly reporting deadlines. Mental stress increases prior to and during the budget session of the Legislative Assembly.

Capital Planning and the allocation of operational budgets to the Local Housing Organizations is a highly sensitive and political in nature. Extra care and consideration should be taken in the development and allocation of budgets, especially to the Local Housing Organizations.

## 7. CERTIFICATION

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| <hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>  | <hr/> <p>Supervisor Title</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <hr/>  <hr/> <p>Eiryn Devereaux, President &amp; CEO</p> <p>March 14, 2022</p> <hr/> <p>Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p> |   |

**“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”.**