



## 1. IDENTIFICATION

<b>Position No.</b> 01-03780	<b>Job Title</b> Finance Officer	<b>Supervisor's Position</b> Manager, Financial Services	
Office of the Legislative Assembly (OLA)	<b>Division/Region</b> Headquarters	<b>Community</b> Iqaluit	<b>Location</b> Iqaluit, Nunavut
<b>Fin. Code:</b> 01250-02-1-111-0125000-01			

## 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>Reporting to the Manager, Financial Services, this position was established to provide accounting, financial management and administrative support primarily to the officials and elected Members of the Legislative Assembly of Nunavut as well as the Independent Officers.</p> <p>The Finance Officer is accountable for providing responsive, accurate and efficient services to a diverse organization while maintaining accounting controls in accordance with the <i>Financial Administration Act</i>, and ensuring that transactions are processed in accordance with the requirements of the <i>Legislative Assembly and Executive Council Act</i>.</p> <p>The Financial Officer's efforts should provide a level of support that will allow elected Members to effectively serve the needs of their constituents and will ensure that the entire Assembly expends funds in accordance with approved allocations and Generally Accepted Accounting Principles.</p>
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## 3. SCOPE

<p><b>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?</b></p> <p>In addition to 22 elected Members and their associated staff, the Legislative Assembly of Nunavut has a total of 29 staff members; 27 constituency assistants; 3 Commissioners with statutory appointments; a Chief Electoral Officer appointed under the Elections Act and a variety of part-time appointments such Sergeant at Arms and a Law Clerk.</p>
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The annual O&M and capital budget allocation is approximately \$27MM.

The Finance Officer, in addition to ensuring that the Assembly conforms to Generally Accepted Accounting Principles and the requirements of the *Financial Administration Act*, must also ensure that transactions are in accordance with the statutory instruments that give the Legislative Assembly its political mandate. These include the *Nunavut Elections Act*, the *Legislative Assembly and Executive Council Act*, the *Legislative Assembly Retiring Allowances Act* and the *Supplementary Retiring Allowance Act*.

The provision of effective and efficient administrative support along with appropriate accounting and budget controls will assist officials in their mandate to support the operation of the Assembly, while giving the elected representatives of the people, the support they need to develop a unique government geared to the needs of the Inuit.

#### 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. Provide Accounting and Finance operations for the Legislative Assembly.**

Reviews spending initiation documentation to ensure that it's properly prepared before the accounting authority (Director, Corporate Services/Manager, and Financial Services) reviews and signs this documentation.

Exercises payment authority to \$20,000, spending authority to \$20,000, contract authority to \$10,000, Purchase Orders to \$5,000 for both Corporate Services Division and the Legislative Assembly.

Recommends levels of financial signing authority, supervises processing and maintains custody of approved documents.

Provides the accounting and reporting of financial transactions to meet with statutory requirements, generally accepted accounting principles and year-end requirements.

Verifies through Free Balance system, that all documents have been entered properly. Prepares Journal Vouchers to correct accounting entries.

Keeps Manager/Director informed about the accuracy of Free Balance reports (data entry reports).

Reviews documents for compliance with the Free Balance procedures manual, Collective Agreement, Financial Administration Act, Financial Administration Manual, Policies, Regulations and Generally accepted Accounting Principles.

Analyzes the payment documentation process to ensure that it is efficiently and accurately entered into the Free Balance system. Visually validates the documents for completeness, comparing the financial input to the source output. Confirming the accuracy of input data by verifying the processed transaction report of source document.

Acts as Manager, Financial Services, when required.

**2. Provides accounting functions to ensure proper budget controls are maintained.**

Oversees the review of invoices from vendors in accordance with approved procedures and preparing the necessary payment documents.

Applies appropriate coding, and verifies through the use of Free Balance that funds committed are sufficient to cover the payment, and if not contacts the appropriate authority to obtain Free Balance spending authorization.

Prepares a form letter to accompany payment documents to explain any variance of an invoice.

Prepares working papers on transactions of possible control weakness and fraud potential and recommends findings to be included in management reports. These are reported to the Manager, Financial Services or Director, Corporate Services.

Provides the co-ordination of purchasing procedures for Legislative Assembly staff Members and constituency business and MLA staff in the Communities.

Recommend management and control processes for the use of Legislative purchasing to the Director/Manager and develop procedures and supporting documents for approved processes.

Provide authoritative interpretations of authorities governing the use of purchase orders.

Assists accounts receivable to ensure the timely collection of revenues and recoveries in accordance with government legislation, regulation, policy and contract conditions.

Provides training of finance section in data entry function, and financial practices.

**3. Provides data entry and verification of the Financial System (Free Balance) source documents for the Assembly.**

Classifies all input documents by type and source code. Operates the terminal efficiently and accurately to input data from a variety of source documents with minimal errors.

Confirms the accuracy of input by verifying the Processed Transaction Report to source documents.

Visually checks the documents for completeness comparing the input on the data screen to the source document totals batch header.

Records Free Balance edit errors using an Error Correction Voucher and entering made to documents in response to the financial system edit errors.

Verifies accuracy of all document calculations and that the transactions are charged to appropriate accounts.

Prints reports ready for verification and approval for payment

- 4. Reviews and verifies all Travel Advances and Travel Claim documents for the Assembly office to ensure that the transactions are accurate and complete and made in accordance with all Financial Administration directives, policies and procedures, the Legislative Assembly and Executive Act, including Assembly policies and directives and employee agreements.**

Verifies accuracy of all the documents, including arithmetic calculations and ensuring that the transaction is charged to the appropriate account with reference to the coding or through terminal inquiry.

Audits supporting documentation to the transaction to ensure that it is adequate and relevant to the transaction and those instructions on the payment documents are appropriate to the situation.

Ensures the transaction is within Signing Authority limits and that signatures are valid.

- 5. As requested by the Director, assists the Human Resource Development Officer with various human resources functions, duties and responsibilities.**

- 6. Assists the Corporate Services Director/Finance Manager on special projects such as:**

Budget Development and Budget status reports for the Management.

Procurement and contracting procedures, Requests for Proposals, Requisitions of Services, Purchase Orders

Constituency budget reports for the Members.

Annual reports that have to be tabled in the Assembly.

Balance inquiries from Vendors.

Special inquiries to meet obligations.

Preparation of various annual/monthly reports including the annual contracting report, statutory reports such as the MLA indemnity report and attendance, annual year-end submissions, preparation of documentation for annual audit of MLA pension plans.

Maintenance and monitoring/updating inventory control documentation, policies, process as relate to controllable assets and artworks.

Other duties and responsibilities as assigned by Director and/or Manager.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

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

The Finance Officer should have:

- Strong computer skills with the ability to use e-mail, the internet, Free Balance, word processing; financial spread sheet (Excel) and database software;
- A knowledge of Generally Accepted Accounting Principles .
- A sound knowledge of the Government's budget development and control processes;
- A working knowledge of the Government's staff benefits packages and an in-depth knowledge of the leave and attendance rules;
- The ability to interpret legislation and regulations, particularly the Financial Administration Act and Manual;
- Sound writing skills with the ability to generate decision documents for Management Services Board consideration;
- Strong problem solving skills with the ability to develop innovative solutions within the limits of the rules;
- Assertiveness is required; as well as tactfulness and diplomacy are necessary.
- Excellent communications skills with the ability to communicate in English and Inuktitut.

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

- Usually acquired through a diploma in a related field.
- Minimum 2 years of relevant finance experience in a computerized environment.
- Experience in providing advisory services to a client(s).

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).**

The position spends several hours on a daily basis at a computer terminal causing physical fatigue. During sessions of the Legislative Assembly, hours of work may be extended to meet House sitting hours, causing physical fatigue.

### Physical Demands

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

The only physical demands in this job are long hours in front of a computer screen with the requirement for close attention to financial detail and coding.

### 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 Officer works in busy office environment in an open area. There are numerous distractions, including noise and visitors. Otherwise, the incumbent works in a reasonably comfortable office setting.

The surrounding environment of the Division is constantly busy and more time will be spent reacting to the division needs. This type of environment will have some impact on the ability to concentrate and being able to handle several tasks at a 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 though one or more of the incumbents' senses.**

The position requires the concentrated use of eyes, ears and hands for several hours each day for tabulation of data and information, proof reading and analysing data on computer screens and in print.

**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.

Due to the nature of the job, particularly in the area of reviewing claims and entitlements, the incumbent is frequently placed in confrontational situations, both with staff and Members of the Legislative Assembly.

During sessions, financial cycles and year-end, the job can be very stressful and demanding due to high volumes and tight deadlines.

**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”.**