

New

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Director, Assisted Living Financial Services

Requested Class

Senior Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Corporate Finance/Assisted Living Financial Services

Supervisor's Position ID

Supervisor's Position Name (30 characters)

ED, Assisted Living Financial

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position reports to the Executive Director, Assisted Living Financial Services (ALFS), and is responsible for overseeing corporate processes supporting Assisted Living Alberta's (ALA) three-year fiscal plan, annual budget and business plan, quarterly fiscal updates, procurement, financial reporting, and operational activities. ALA is a new provincial health agency with a mandate to serve as Alberta's lead provider of continuing care services, including home and community care.

The role functions as a senior finance professional, providing direction on financial analysis and supporting ALA's strategic and operational priorities. This requires close collaboration with colleagues across ALSS, within ALA, and with other client ministries. The position also leads ad hoc projects and ensures alignment between ALA program funding requirements and the Government of Alberta's (GOA) multi-year fiscal and business planning processes.

The Director, Assisted Living Financial Services, supervises professional staff responsible for analyzing, coordinating, and developing ministry financial and budget plans, as well as related financial management processes, including financial reporting, operations and procurement.

The Director plays a key leadership role in managing budget policy and control changes related to ALA for the ministry. The position also supports the preparation of Ministerial Action Requests and other required briefing materials.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Lead the development/implementation/financial analysis related to budget processes and procedures for ALA. This includes identifying financial implications for the ministry as a whole.

Activities

- Direct budget analysis and develop briefings related to ALA's major programs to ensure the ministry's financial management needs are met.
- Implement budget policies and processes resulting from Treasury Board and Finance (TBF) direction, in particular as they relate to budgeting, control, and monitoring of ALA's expense and investment.
- Support business case development for major ALA initiatives to ensure that the ministry's financial interests are built into budget analysis and decision-making processes, and any risks associated with the initiatives are identified and measured.
- Monitor preparation of ALA:
 - Annual expense/capital investment and revenue budgets and fiscal targets, including briefing material for the Minister and Deputy Minister for use at Cabinet, Treasury Board and Committee of Supply.
 - As part of the ongoing budget review process, develop ALA budget scenarios for the current fiscal year, to reflect changes as a result of deferrals, one-time funding and other mid-year budget adjustments.
- Quarterly forecasts of expense, capital investment and revenue for submission to TBF.
- Direct preparation of short/long term fiscal analysis to support ALA's budget/business plan development and future decision-making, and to monitor quarterly forecast and monthly cash flow reporting during the current fiscal year.
- Oversee support to business planning activities related to the ALA components of Government's Alberta's accountability requirements (Business Plan) and Ministerial briefings (Committee of Supply).
- Manage support to ALA's capital planning/forecasting initiatives.
- Direct preparation of short/long term fiscal analysis to support ALA's budget/business plan development and future decision-making, and to monitor quarterly forecast and monthly cash flow reporting during the current fiscal year.

2. Direct financial analysis to support ALA's decision-making activities and oversee ALA's financial reporting, the consolidation of ALA financial statements and results into the ALSS consolidated financial statements, departmental working papers, including the review of Office of the Controller ALA templates and other management reports. This work ensures government accountability and compliance with public sector accounting standards and GoA policies, while meeting all legislative and other reporting requirements. This includes:

Activities

- Ensuring the ALA monthly, quarterly and year-end financial reports and statements are in compliance with public sector accounting standards, GoA legislation and policies.
- Establishing an internal control process to certify the accuracy of financial data, including in any reports produced.
- Take a long-term view and proactive approach to improve and standardize the reporting process and achieve efficiency.
- Staying current for legislation amendments, updates on public sector accounting standards and GoA financial and accounting policies, and assessing the needs for any future changes.
- Addressing Provincial Audit Committee members' and auditors' questions and concerns and providing advice to senior leadership.
- As required, lead preparing briefing material on major issues and make recommendations to resolve outstanding issues for executive management review and approval.

- Respond to ad hoc financial information requests from senior management. This includes coordinating efforts with department colleagues and colleagues from ALA, to develop joint ministry responses.

3. Work collaboratively with other staff in the Corporate Finance Division, the Ministry, other ministries and ALA to deliver quality financial services including procurement, reporting and operations.

Activities

- Work closely with ALA/program areas/other ministries (ie: Treasury Board and Finance) to:
 - Plan, coordinate, and monitor ALA's programs as part of the Ministry's programs within the Government of Alberta's Fiscal Plan and accountability requirements.
 - Identify key items/issues related to projects/programs that could have financial or budgetary impacts.
 - Participate in cross-government committees to ensure ALSS and ALA's requirements and perspectives are represented.

4. Maintain prudent business practices and strong internal controls, and design and implement policies and procedures to improve ministry accountability.

Activities:

- Ensure the efficiency, effectiveness and economy of processes for ministry financial planning, procurement, reporting and operations activities related to ALA, by continually assessing which activities are being performed, how and why these can be done, if they can be accomplished in other ways, and if they are adding value to the process.
- Ensure ALA financial processes align with and support key ministry accountability documents.

5. Provide leadership and guidance to Finance staff in performance of duties

Activities:

- Manage human resources within the Assisted Living Financial Services unit.
- Supervise and coordinate the work of professional staff.
- Coordinate ALA-related projects involving staff from other finance work units in the department.
- Participate on Branch project teams as required to develop solutions to meet client business and information needs.

Problem Solving

Typical problems solved:

The Director works closely with management and staff from the Financial Planning and Analysis and Financial Reporting and Operations branches, as well as senior finance directors, Treasury Board and Finance officials, external consultants, and other ministries to assess complex financial policies and information. The Director, Assisted Living Financial Services, is responsible for overseeing the development of budget, procurement, reporting, and operational processes and procedures for external reporting entities, which will significantly influence all areas of the Ministry. The Director is expected to independently manage all matters within established policies and procedures and to determine the requirements necessary to complete assigned tasks effectively.

Types of guidance available for problem solving:

Problems of an unusual nature or those issues of a politically-sensitive nature are discussed with the Executive Director, Assisted Living Financial Services, before action is taken.

Direct or indirect impacts of decisions:

Recommendations made by this position will be broad and far-reaching. Decisions or recommendations are made on how to handle various issues that arise with regards to budget, forecast, policy implementation, and on how to handle financial issues that arise with ALA.

Key Relationships

Major stakeholders and purpose of interactions:

Stakeholders affected by the Director's work include program managers, senior managers and executive managers at ALA.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Other

Designation

CPA/CA/CMA/CGA

If other, specify:

Other - Accounting

Job-specific experience, technical competencies, certification and/or training:

At least five years of progressively responsible financial management experience, preferably in a public sector setting.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> Encourages broad thinking on projects, and works to eliminate barriers to progress Facilitates communication and collaboration Anticipates and reduces conflict at the outset Credits others and gets talent recognized Promotes collaboration and commitment 	<ul style="list-style-type: none"> Leads and manages a high functioning team of professionals. The team collaborates with all areas of ALA Finance and colleagues across the Finance division to achieve results. The work done in this area often has larger implications for the ministry and government as a whole; therefore, a broad understanding of the activities and their impact is required.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> Looks broadly to engage stakeholders Open to perspectives towards long-term goals Actively seeks input into change initiatives Maintains stakeholder relationships 	<p>The Director needs to maintain effective networks in order to succeed. Information is often needed within a short time-frame. Therefore, a strong network is imperative to be able to provide accurate information when needed. This can range from consolidated budget information to detailed ALA program information.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> Identifies alternative 	<p>The work in Assisted Living Financial Services is often done under tight timelines. The outcome is</p>

	<p>approaches and supports others to do the same</p> <ul style="list-style-type: none"> • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>not always clear. Therefore, the Director and the team as a whole needs to be agile and flexible.</p> <p>Changes to the outcomes need to be understood and explained to the team so that work can continue and goals can be met.</p>
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

<p>M420-52 Director, Budgets and Forecasts (Formerly Alberta Human Services) M420-53 Director, Financial and Administrative Operations (Alberta Advanced Education)</p>
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