

New

Ministry

Affordability and Utilities

Describe: Basic Job Details**Position**

Position Name (200 character maximum)

Director, Financial Planning

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)

Organizational Structure

Division, Branch/Unit

Financial Services Branch

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

ED, Financial Services (SFO)

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The Director, Financial Planning manages a team of professional and technical staff, and ensures that the Department's financial resource requirements are met by providing budgeting and forecasting processes and services for differing and complex program areas within the Department. The position provides leadership and mentorship to all financial planning staff and ensures consistent understanding of job functions and expectations. The Director fosters a positive working environment that supports communication, collaboration and high performance and ensure performance plans and career development goals are in place for direct reports and encourage continuous improvement and professional development of all staff.

Reporting to the Executive Director, Finance (Senior Financial Officer), the Director provides leadership and facilitates the delivery of a comprehensive set of financial services including financial analysis, planning and management, strategic support and advice, budgeting and forecasting; and internal reporting to assist the ministry in meeting financial and business plan goals.

The Director is responsible for ensuring Ministry financial accountability and effective budget management. The incumbent provides analysis and recommendations to assist senior management plan for the effective and efficient use of Ministry assets, identifying financial pressures/issues and providing sound financial advice and consultation to business areas and the Executive Team including, but not limited to, the Assistant Deputy Minister (ADM) of Corporate Services, ED/Senior Financial Officer (SFO), Deputy Minister (DM) and Minister. The incumbent develops the fiscal portion of the Ministry Business Plan and annual Government Estimates, monitors the Ministry Budget, prepares quarterly fiscal updates and coordinates the Ministry capital submission. Through financial analysis, the incumbent prepares ministry briefing documents, responds to action requests, and supports the preparation of Ministry cabinet reports.

Much of the work is extremely confidential, technical and involves highly sensitive information on the proposed budgets and policies (e.g. initiatives that have not yet been publicly announced or changes to staffing levels). In addition to these key functions, the incumbent represents the Department on a number of cross-government committees and working groups with the aim of ensuring fiscal accountability and the effective use of resources.

The position is also responsible for providing financial support and expertise in managing financial matters related to the provincial entities reporting to the Minister (AUC/BP).

The incumbent directs the operations of the financial planning unit and when requested to act in the capacity of the Executive Director, performs expenditure officer responsibilities in accordance with the Financial Administration Act to manage and control financial resources.

Responsibilities

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

Develop the financial portion of the Ministry Business Plan, capital plan and annual budget in accordance with Treasury Board and Finance (TBF) guidelines and supports the direction identified.

- Determine the financial consequences of the Ministry Business Plan.
- Facilitate resource allocation decisions and provide appropriate revenue and expenditure estimates.
- Prepare contingency plans to adapt to changing future environment.
- Coordinate the Ministry's annual program review and submission of budget requests and requirements.
- Provide leadership and direction for the submissions for new or revised initiatives to Cabinet Policy Committee and Treasury Board.
- Oversee the preparation of all required budget documents to ensure time-lines are met and information is accurate. Resolve issues with budget targets and briefing materials with Alberta Finance and Treasury Board officials.
- Prepare various tables and forms required by TBF.
- Ensure documents reflect priorities and decisions made by Treasury Board and Executive Committee, DM and Minister while meeting TBF guidelines.
- Liaise with divisional budget staff and Alberta Infrastructure and TBF in the coordination and development of the capital plan submission to Treasury Board.
- Oversee the preparation of all documents required for the capital plan submission to ensure time-lines are met and information is accurate.
- Provide appropriate briefing material to Executive Team regarding the prioritization of capital projects.
- Coordinate updates for the Ministry's capital plan including internal documents.

Oversee collection and loading of detailed budget information for the Ministry, ensuring the detailed information is in agreement with the approved Government Estimates.

- Prepare monthly cash flow and quarterly forecast submission for revenue updates, operating expenses and capital investment are prepared and analyzed to ensure documentation and rationale for funding reallocations and other interim financial decisions are adequately supported.
- Ensure Supplementary Estimates, Orders in Council and Treasury Board Minutes are prepared as required.
- Ensure the allocation and incorporation of budget information in the Government of Alberta financial system, and in the Department's internal reporting system.

- Budgeting and forecasting systems/processes are developed and maintained to support Ministry Directors in their performance of these functions. Provide strategic advice and support to Department officials.
- Gather and review financial and staffing information from program areas in an efficient and effective manner to support financial information and analysis, briefing materials related to budget and forecast preparation and revenue, expenditure and Full-Time Equivalent (FTE) reporting to the Executive team.
- Perform critical analysis, provide advice and make recommendations to the ED (SFO), ADM and Executive Team on variable solutions, allocation of new funding and/or reallocation of existing funding.
- Oversee the preparation of required documents to ensure time-lines are met and information is accurate.
- Ensure documents reflect the priorities and decisions made by Executive Committee, DM and Minister while meeting TBF guidelines.

Ministerial briefing documents and responses to action requests are complete, accurate and timely meeting the needs of the Minister, DM, ADM, SFO, Executive Team and other Ministry officials.

- Prepare analysis and financial reports to assist executive management in planning the efficient and effective use of the Ministry's financial assets.
- Provide financial analysis and make recommendations to the ED/SFO, ADM and Executive Team regarding spending pressures.
- Prepare briefing materials for the Minister, including variance explanations and suggested responses to questions that may arise during the Standing Policy Committee, Committee of Supply, Standing Committee on Public accounts and TBF presentations.
- Participate in cross-ministry initiative requiring financial representation.
- Provide financial advisory services to various clients within the Ministry.

Financial Information for inclusion in the Ministry's annual report is accurate timely and complete.

- The Ministry is provided with the financial reporting services required to manage their annual budget and programs to make informed financial decisions.
- Prepare financial highlights and integrated results analysis for the annual report.
- Ensure the budget information is in agreement with the approved government and supplementary estimates.
- Lead a team of financial analysts to provide both management and external financial reporting for the Ministry.
- Coordinate preparation of the Ministry's consolidated annual financial statements for inclusion in the Annual report and preparation of the quarterly consolidated actual results submitted to TBF.
- Develop action plans with associated time-lines to resolve issues arising from accepted OAG recommendations.
- Participate, as appropriate, on various ad-hoc accounting issue inter-ministry committees.

Leadership -Supervision of staff

- Provide leadership and mentorship to all financial planning staff and ensure consistent understanding of job functions and expectations.
- Foster a positive working environment that supports communication, collaboration and high performance.
- Ensure performance plans and career development goals are in place for direct reports and encourage continuous improvement and professional development for all staff.
- Direct the operations of the financial planning unit and perform expenditure office responsibilities in accordance with the Financial Administration Act to manage and control financial resources.

Problem Solving

Typical problems solved:

The Director, Financial Planning role requires the incumbent to use innovative financial planning solutions to provide for the financial needs of all divisions within the Ministry.

This role must continually consider the Sustainable Fiscal Planning and Reporting, Financial Administration Act, the ministry's various Acts, as well as Government of Alberta's financial guidelines, policies,

directives, and procedures to ensure the Ministry operates within those boundaries while still meeting its business goals and objectives. This requires a detailed knowledge and understanding of a broad range of governing directives from multiple sources, as well as the knowledge of the impacts of failing to follow these directives.

Examples of regular problem solving for this role:

- The budget process changes annually. This role, through its direct actions and through coordinating and directing the team it oversees, must adapt to changes in schedules, tables, policies and expectations arising from the directives issued by Treasury Board and Finance/Treasury Board. It must do this while meeting all expectations and timelines of deliverables.
- This role must meet the increased demand for transparency in government reporting and the timelines of the political processes presents resource and time-management issues, which requires a person who is flexible and capable of leading staff in time-driven deadlines while producing detailed, accurate results.
- There are two major peaks of the fiscal planning cycle. The first is the budget submission which normally starts in October and culminates with a draft submission in December. However, this process, and expectations of this process can vary widely. For example, the 2025-26 budget process continued through to February 2025, rather than being completed in December 2024. This conflicted directly with other deliverable dates and required exceptional time management and planning capabilities to complete.
- The second peak work load arises from the release to the public of the Estimates on budget day and subsequent appearance at Committee of Supply, usually occurring in the early spring. For this, the Director, Financial Planning must identify viable solutions for funding and cost pressure issues to the program areas and provide those solutions to the program areas in a fashion that is acceptable to the program areas. This is challenging as program areas are generally unreceptive to reallocating their budget to another area within the ministry. When this role requires assistance, the Executive Director/Senior Financial Officer and the Assistant Deputy Minister of Corporate Services may become involved to assist the Director, Financial Planning.
- The Director, Financial Planning has a complex responsibility in the preparation of ongoing financial analysis and monitoring of the ministry's financial performance during the year. This involves questioning and determining the validity of the forecasts presented by the program areas, negotiating budget reallocation among competing strategies, and ensuring the ministry performance does not result in a deficit or a significant surplus.
- This activity cannot be completed through a formulaic approach - it requires extensive subject matter knowledge combined with an ability to innovate and adapt to changing circumstances.

Types of guidance available for problem solving:

Guidance available within ministry - This position can seek guidance from the Executive Director, Finance / Senior Financial Officer.

Guidance from other ministries - This position is expected to represent the ministry on various cross-ministry initiatives, and as such, can rely on its network of peers in other ministries, whose experience and knowledge can be leveraged.

Guidance from Centres of Excellence - Various CoE are available to provide support: Public Service Commission, Service Alberta, Office of the Controller (Treasury Board and Finance), and the Treasury Board Secretariat (Treasury Board and Finance).

Guidance from Legislation and Other Reference Materials - Fiscal Transparency Act, Financial Administration Act, Public Sector Accounting Standards (CPA handbook), government financial planning processes and reporting requirements, other government financial legislation, regulation and policies, ministry's mandate, business plan, current strategies, and sensitive issues and PSC policies and procedures.

Direct or indirect impacts of decisions:

The Director, Financial Planning is responsible for results that affect the entire department on a regular basis (e.g., expense, revenue and capital forecasts). Strategic leadership produces good information used by the Minister and Deputy Minister to secure the necessary resources for the Ministry. Forecast information is presented to the Executive Team on an accurate and timely basis throughout the year for the Ministry to meet its approved spending targets.

The Director, Financial Planning is responsible for keeping the Executive Director/Senior Financial Officer, Assistant Deputy Minister of Corporate Services, Executive Committee, and the Deputy Minister apprised of major budget issues that may arise. Strategies and processes that are developed and implemented by this

position have a significant impact on the overall financial accountability of the ministry. This role is expected to identify issues before they arise and offer alternatives and solutions to senior management to mitigate negative outcomes. The Senior Manager has the authority to investigate financial matters from all divisions that are brought forward. The position is also responsible for providing sound financial advice and consultation to all levels of staff and management. The effectiveness of the Director, Financial Planning in carrying out these responsibilities impacts the Ministry's ability to successfully meet its legislated financial targets by ensuring sufficient funding is available to meet department priorities and mandates, especially when priorities and available resources change or are beyond the direct control of the ministry.

Key Relationships

Major stakeholders and purpose of interactions:

Internal clients

- Executive Director/Senior Financial Officer
 - Frequency: Daily
 - Primary supervisor. Obtain general direction and guidance and receive project assignments.
 - Coordination, consultation and approval regarding all work assignments including financial plans, forecasts analysis, action requests, etc.. Communication channel to the Assistant Deputy Minister- Ministry Services Division, Deputy Minister, Executive Committee, and Minister's Office.

- Assistant Deputy Minister- Ministry Services Division
 - Frequency: monthly and upon all major deliverables
 - Support effective and timely strategic decisions through provision of information, analysis, and recommendations. Approval of budgets and forecasts. Provide primary summary financial documents to facilitate financial decisions and sound financial management.
 - Provide briefings, review speaking notes, and other materials for presenting the Fiscal Plan, Quarterly Forecasts, and funding proposals to Cabinet Policy Committees, Treasury Board and the Committee of Supply.

- Deputy Minister/Executive Committee
 - Frequency: as required
 - Support effective and timely strategic decisions through provision of information, analysis, and recommendations. Approval of budgets and forecasts. Provide primary summary financial documents to facilitate financial decisions and sound financial management.
 - Provide briefings, review speaking notes, and other materials for presenting the Fiscal Plan, Quarterly Forecasts, and funding proposals to Cabinet Policy Committees, Treasury Board and the Committee of Supply.

- Minister
 - Frequency: As required
 - Provide briefings, review speaking notes, and other materials for presenting the Fiscal Plan, Quarterly Forecasts, and funding proposals to Cabinet Policy Committees, Treasury Board and the Committee of Supply.

- Senior Managers: Financial Operations and Systems/Financial Reporting and Assurance
 - Frequency: Daily to Weekly
 - Accurate accounting and reporting of capital versus operating items. Financial statements included in the Annual Report. Analysis of budget variances relating to expenses, revenues and capital.

- Director, Public Service Commission
 - Frequency: As required
 - Obtain information from Ministry's human resources and information technology plan for incorporation and alignment into the Ministry's business plan. Identification of impact on annual budgets

- Divisional Management
 - Frequency: Monthly / and more frequently ad hoc

- Ensure management understands and applies the corporate fiscal planning process and establishes divisional budgets plans that support the implementation of the Ministry's plan.

- Provide direction, monitor financial performance and budget adherence, and provide consultative assistance relating to financial decisions and operational improvements.

• Branch staff members

- Frequency: Daily

- Perform primary supervisor functions. Provide general direction, guidance, and project/work assignments. Coordinate, consult and approve work assignments including the financial plans, forecasts, analysis, action requests etc. Communication channel to the Executive Director and Senior Financial Officer, and Executive Members.

External clients

• Treasury Board and Finance Officials

- Frequency: Regularly

- Coordination of financial information and provide input into cross government budget processes. Obtain information on financial planning, budgeting, and forecast requirements and processes. Ensure Treasury Board staff contacts clearly understand the ministry's budget and resourcing issues. This is a critical requirement since this office is a channel of communication to Treasury Board and other financial decision making committees.

- Coordination of agenda items and required documents and information for Treasury Board, Cabinet Policy Committees, and Committee of Supply. Support or participate in other Treasury Board and Finance Committees or programs to ensure the Ministry's interests are addressed

• Members of the Finance Community

- Frequency: As required

- Networking to discuss budget forecast issues. To share information relating to transfers between ministries that have-budget or forecast implication. Through cross-government working committees and projects.

• Office of the Auditor General

- Frequency: As required

- Respond to audit inquiries relating to budget and forecast items.

Service Alberta, Public Service Commission - as required

- Obtain Employees, FTEs and payroll information to assist with budgeting and forecasting.

Communications and Public Engagement - as required

- for news release, key messages, speaking notes and briefing materials.

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:

Accounting

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

• Degree in Finance, Accounting, Business or Administration and also has sufficient experience in public sector accounting and business planning

• A professional designation is an asset

• Solid political, business and financial acumen with the ability to leverage this to ensure effective analysis, communications, recommendations and decision making.

• A thorough understanding of the Government of Alberta's business and financial planning (budget), process, and financial reporting requirements

• A thorough understanding of the Ministry's mandate, business plan initiatives, current strategies, and sensitive issues

- A thorough understanding of the Sustainable Fiscal Planning and Reporting Act and Financial Administration Act
 - A thorough understanding of forecasting methodologies and tools
 - A strong understanding of the GOA human resource management policies and practices
 - Equivalencies will be considered
- Skills Required:**
- Strong leadership skills to build and lead an effective team
 - Strong facilitation and consensus building skills
 - Creativity and innovation
 - Excellent verbal, written, and presentation skills
 - Project management and evaluation
 - Very strong analytical and problem solving skills with sound judgment and decision making
- Essential Work Experience:**
- Six or more years of demonstrated business planning and budget experience.
 - Considerable management level experience in supporting executive decision makers in a government setting.
 - Three to five years of budget-related experience in a large organization that uses SAP or similar financial system, preferably within the Government of Alberta.
 - Experience with a diversified organization that has subsidiaries would be beneficial.
 - Equivalencies will be considered.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Shapes APS goals with a view of entire network: <ul style="list-style-type: none"> • Considers whole system and links; sets goals for long-term outcomes and broad perspectives • Evaluates short, medium, and long-term impacts to inform progress • Shapes organization to meet client needs; helps others see their role in this 	<ul style="list-style-type: none"> • Monitoring potential program changes, or new programs, and assessing budget implications. • Reviewing spending patterns, and assessing if resources are allocated effectively.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates the environment for innovative problem solving: <ul style="list-style-type: none"> • Generates new ways of thinking; ensures right questions are being asked about a problem • Eliminates barriers to creativity and innovation • Encourages a culture of innovation 	<ul style="list-style-type: none"> • In collaboration with Treasury Board provide recommendations and develop options to address budget pressures.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Creates an adaptable environment: <ul style="list-style-type: none"> • Fosters agility, 	<ul style="list-style-type: none"> • Implementation of new budgeting / forecasting tools and/ or processes as

		<p>proactive and flexible practices</p> <ul style="list-style-type: none"> • Leads and creates momentum for change • Champions plan of action and overcomes barriers through proactive anticipation • Quickly understands and reacts to environment, establishing flexible culture 	<p>directed by Treasury Board.</p> <ul style="list-style-type: none"> • Troubleshoot process issues related to budgeting and/or forecasting.
Drive for Results	○ ○ ○ ○ ●	<p>Aligns different groups to achieve goals and realize broader outcomes:</p> <ul style="list-style-type: none"> • Defines work mission to achieve APS goals and integrate projects • Provides bold advice to stakeholders • Proactively improves overall performance, measured through metrics 	<ul style="list-style-type: none"> • Monitor ministry spending and track against budget. • Quarterly reporting to Executive Team, flagging any fiscal pressures that require action.
Develop Networks	○ ○ ○ ○ ●	<p>Builds trust to fairly represent every party:</p> <ul style="list-style-type: none"> • Uses network to identify opportunities • Establishes credibility and common purpose with a range of people • Actively represents needs and varying groups • Creates strategic impression by inspiring and connecting with values and beliefs 	<ul style="list-style-type: none"> • Engages proactively with Treasury Board on a regular basis • Maintain dialogue with GOA peers in other ministries in seeking to address common issues and seek best practices.
Build Collaborative Environments	○ ○ ○ ○ ●	<p>Creates an open environment of communication:</p> <ul style="list-style-type: none"> • Promotes sharing of expertise • Initiates strategic communication systems • Anticipates and addresses potential conflict areas • Inspires with a bold, complete and shared vision • Leads cross-functional collaboration 	<ul style="list-style-type: none"> • Engage on a regular basis with program areas to address areas of concern • Encourage team members to play an active role in budget discussions