

## New

Ministry

### Describe: Basic Job Details

**Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

**Job Purpose and Organizational Context**

Why the job exists:

This position reports to the Director, Financial Planning in the Financial Services Branch, Financial Services Division in the Ministry of Public Safety and Emergency Services. The manager position provides leadership and facilitate the delivery of a comprehensive set of financial services including financial monitoring and analysis, planning and management, forecasting and budgeting, and internal analysis.

This position is responsible for managing professional technical staff (budget officers) in providing assistance and advice to Financial Services Division and Divisional (Correctional Services Division (CSD) and Strategy, Support, and Integrated Initiatives Division (SSII) and Ministry Support Services (MSS)) directors, managers and their support staff related to financial operations within the Ministry of Public Safety and Emergency Services.

Advice is provided regularly to the Director, Financial Planning and Executive Director, Financial Services Division, the Assistant Deputy Ministers of CSD, SSII and MSS) in support of financial and strategic planning and management activities.

## Responsibilities

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

The Manager is responsible for achieving the following key deliverables required under strict timelines:

- Ensure that the divisional financial and operational resource requirements are met and utilized in the most efficient and effective manner - manage the development and monitoring of the divisional budget including operational and capital funding;
- Participate the Ministry's Financial Plan by division for Treasury Board submissions re: annual, Targets, Budget Estimates, and other Treasury Board Budget forms, documents, Fiscal Plan information and Committee of Supply briefing binder;
- Ministry's monthly and quarterly forecasting process to evaluate the ministry's financial progress by program and division relative to the budget - to ensure the Ministry is operating within its given budget and to identify situations where budget adjustments are required. This process helps ensure financial accountability, identify potential issues of concern and to look at opportunities for budget reallocation to help ensure the most effective use of the Ministry's financial resources. This process requires on-going direct communication with senior officials and Executive Team.
- Provides financial and operational planning and analytical support to major projects and initiatives;
- Ensure the divisions follows guidelines and directions pertaining to financial planning, budgeting and reporting under the Government of Alberta Government Accountability Act.
- The manager directs a team of three financial professional and budget analysts.

## Problem Solving

Typical problems solved:

One challenge for this role focuses on providing advice, developing tools and making decisions within the context of government policies and regulations that will increase efficiency and decrease costs of general administration for the ministry and across government. This includes determining the risk and consequences of making a decision, and how far the rules can bend without breaking them in order to achieve the objective in an efficient and effective manner. Existing legislation, regulations, policies, procedures and precedents assist in dealing with these situations.

This position requires advanced skills related to problem solving, including the understanding of the different tools, techniques and resourcing available. In solving problems, this position will require a strong awareness of the broad objectives and priorities of the department to ensure issues are addressed in a coordinated and consistent manner. Solving problems will require the use of facilitation, collaboration and consensus building with others from within and outside the ministry.

Another challenge is meeting deadlines imposed by Corporate Services that affect financial functions. Designing a coordinated process that facilitates the necessary training of affected staff to handle the changing environment mitigates this challenge.

The manager is required to utilize innovative financial and planning solutions to provide for the financial needs of the division. Resourcing typically falls short of requirements while priorities are often high for numerous initiatives. At the same time GoA procurement and expenditure regulations must be adhered to, creating challenges to delivering initiatives on time. There is also a dependence on other GoA organizations, such as Infrastructure, Human Resources and Shared Services, which must be considered.

Types of guidance available for problem solving:

General guidelines are available through government legislation, directives, policies and procedures, accounting principles and accepted business practices. Operating decisions are made based upon the

interpretation of guidelines and assessing the risk and the consequences of an incorrect decision. A network of contacts in other ministries is helpful in assessing all the consequences. Past precedents and practices, past experience, knowledge of government operations, and Financial Services are also sources of guidance.

General guidance is provided through government legislation, directives, policies and procedures, accounting principles and standard business practices. There is freedom to act and make decisions within the scope of these guiding factors so that the division operates effectively and is able to meet business objectives.

Day to day operating decisions are made based upon the interpretation of legislation, directives, guidelines and principles and by assessing and mitigating the risks and consequences of incorrect decisions for which the manager is accountable

#### Direct or indirect impacts of decisions:

The position coordinates and leads the monthly operating and capital planning reports provide to the Ministry executive team that update on the financial position and strategies to ensure the Ministry complies with Ministry forecast and budget processes and requirements. The Monthly Forecasts recommend actions required to manage Ministry spending with TB approved Targets, including identification of priorities and funding requests.

This position is results oriented and directly accountable for the efficient and effective management of financial resources within multiple Divisions. It is also responsible for providing information and advice on a variety of matters between Financial Services and the division. Responsible for results that affect the entire department on a regular basis, e.g. budgets, revenue and expenditure forecasts, funding and spending advice.

The position is responsible for keeping the senior leadership apprised of major budget issues that may arise. The strategies and processes that are developed and implemented by this position have a significant impact on the overall financial accountability of the division.

This position directly effects the operations of the multiple division, as well as the financial operations of the PSES ministry. The provision of ineffective financial expertise, consultation and leadership would result in management not having the necessary tools and advice to make informed decisions regarding the Division and Branches with potential ineffective utilization of resources. Mismanagement of the budget could result in significant financial loss to the MSS Division. Poor quality financial planning could result in the Division and Ministry not being able to meet its business objectives and embarrassment to the Minister and other senior staff.

This position works together with financial management in other PSES divisions and Financial Services to ensure that departmental standards and procedures are met. This position has a responsibility to address department financial challenges and contribute to the wellbeing of the department as a whole, over and above the needs of any one division.

#### Key Relationships

##### Major stakeholders and purpose of interactions:

Director, Financial Planning, Financial Service Division - 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 Executive Director, SFO/Assistant Deputy Minister-Financial Services Division.

Executive Director Financial Service - Support effective and timely strategic decisions through provision of information, analysis, and recommendations.

Other Financial Planning Manager - Reports to the Director, provides updates on financial matters, reviews strategies, approaches, approval of deliverables prior to submission to divisional ADM

Divisional ADM - Provide updates on the financial situations, discuss financial strategies, and provide advice.

Divisional Management - Provide and exchange complex financial management information; analyze complex financial policies and issues; coordinate development of budgets; assess requirements relating to budget and financial management supports and information; resolve issues relating to financial reporting and accountability; provide consultation, recommendations, advice and coaching; and lead and participate in project teams and working groups

Director Financial Reporting and Operations - Ongoing liasion relating to Financial reporting and operation matters.

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

Alberta Infrastructure - Coordinate monthly and quarterly Capital expenditures forecast and annual budget requirements.

Treasury Board and Finance - Prepares various templates and ministerial correspondence.

Technology and Innovation - Coordinate monthly and quarterly IT Capital expenditures forecast and annual budget requirements.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Economics	CPA/CA/CMA/CGA

If other, specify:

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

5-8 years of progressively responsible financial and management experience in a government setting, supporting executive decision making. A professional accounting designation is required in order to apply generally accepted accounting principles in the government reporting environment and to ensure the preparation of financial statements is governed by ethical and professional standards.

### 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>For Budget, coordinates the divisional budget. This responsibility includes the ongoing identification, coordination and consolidation of the divisional budget requirements on an annual and quarterly basis.</p> <p>For Forecast, coordinates the Ministry internal forecast and report monthly to Executive Team for informed decision making. This includes reviewing</p>

			divisional forecast submissions to ensure completeness, accuracy, and reasonableness.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	Provide expert advice on funding pressures and assist in identifying cost savings or optimization strategies to assist the Ministry to meet Treasury Board approved Targets.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	Ensure that the divisional financial and operational resource requirements are met and utilized in the most efficient and effective manner - manage the development and monitoring of the divisional budget including operating and capital funding.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	The internal budget process changes as needed. Adapting to changes in the various components, schedules, requirement and policies.  This is to meet the demand for timeliness and accuracy of the budget. The time management is crucial in meeting the time driven deadline and accurate results.

