

Public (when completed)

Common Government

Ministry

Tourism and Sport

Describe: Basic Job Details

Position Name (200 character maximum)

Financial & Admin Coordinator

Current Class

Administration 1

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Organizational Structure

Division, Branch/Unit

STAR Division/SPAR Branch

Supervisor's Position Name (30 characters)

ED, SPAR

Job Purpose and Organizational Context

Why the job exists:

This position is responsible for the effective and efficient operation of the Financial and Administration Unit. This role reports directly to the Executive Director, Sport, Physical Activity and Recreation. This position manages the various responsibilities of the Sport, Physical Activity and Recreation (SPAR) Branch which includes: management of budgets, planning and development activities, manpower planning, expenditure analysis and monitoring, policy and procedure development, human resource activities, information technology, risk management, records management, contracts, grants, endowment funds, accommodation and attractive assets. This position also is responsible for corporate services functions including the coordination of mobile phones and information technology equipment. This position manages the Financial and Administration Unit for the SPAR Branch. This includes budget processing and payment of grants to eligible stakeholders.

This position supervises two administrative support positions.

Responsibilities

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

Provides information and recommendations related to branch budget and financial matters.

- Maintains accurate forecast information.
- Ensures that branch financial decisions align with appropriate policies and guidelines.
- Ensures that branch leadership has appropriate information to make financial decisions.
- Leads year end financial processes, including accruals.

Provides effective leadership and guidance to staff members reporting to the position.

- Supervises two administrative support positions.
- Establishes unit goals, employee performance measures and work assignments for support staff.
- Monitors workloads and provides feedback on work standards and performance.
- Provides training and development to enhance employee competencies in a changing work environment.

Budget is developed and monitored in accordance with Government, Ministry and Branch guidelines.

- Provides branch leadership with reports and analysis of any unusual expenditure items or expenditure patterns.
- Attends meetings and works with senior management to provide direction, feedback or recommendations on budget decisions.

Risk Management activities are handled efficiently and effectively

- Responsible for completing the Branch risk management requirements each fiscal year.

Human Resource activities are handled on a timely and accurate basis.

- This position is a workplace administrator which assists the management team with human resource activities in 1GX.
- Assists management team with new employee orientation activities.

Manages Information Technology requirements within the Branch.

- Plans and coordinates changes to existing computer environment (additions, deletions and changes of hardware and software).

Accommodation and attractive assets are managed in an effective and efficient manner.

- Responsible for office accommodation such as floor plans, furniture procurement and surplus and tracking of attractive assets.

Problem Solving

Typical problems solved:

- Variances in information in Financial forecasts.
- Discrepancies related to grant information.
- Ensuring that branch senior leadership have the correct financial information to make decisions.
- Coordinating with corporate service areas to ensure that SPAR staff have the appropriate equipment and IT support.

Types of guidance available for problem solving:

- Various GoA procedures.
- Meetings with Branch Senior Leadership.
- Meetings with Financial Services Team in Arts, Culture, Status of Women.

Direct or indirect impacts of decisions:

- Senior Branch Leadership will have the appropriate information to make financial decisions.
- Stakeholders receive timely grant payments with accurate information.
- Branch staff are well equipped and supported with corporate services needs and information.

Key Relationships

Major stakeholders and purpose of interactions:

- Branch senior leadership - provide briefings on monthly forecasts and recommendations related to internal financial matters.
- Grant applicants - ensure that payment is accurate and timely.
- Financial Services Staff - Ensure that SPAR financial procedures align with the shared services agreement with ACSW and support is provided to the ACSW Financial Services Team.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Certificate (1 year)	Economics		

If other, specify:

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

Strong financial acumen
Experience with GoA financial planning is considered an asset.

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		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data 	Ability to consider many options to reach best solution.

		and perspectives to make choices	
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 approaches and supports others to do the same • 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 	This position requires flexibility and the ability to adapt to quickly changing circumstances.
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<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 	This position requires strong relationships be formed and maintained with branch senior leadership and the financial services team.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	This supervisory role requires that support and guidance are provided to the two direct reports. Additionally, this role requires self development to align with the direction of the branch.