

Working Title Director, Financial Planning		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Treasury Board and Finance
Present Classification		Requested Classification	Levels to Deputy Minister (Not including incumbent level)
Dept ID	Program Code	Project Code (if applicable)	

POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part (See PP [Slides 28-32](#)).

Reporting to the ADM/SFO the Director is responsible for ensuring the financial resource requirements for Alberta Treasury Board and Finance (the ministry) and Executive Council are met. TBF Ministry includes Public Service Commission and Communications and Public Engagement. This is accomplished through providing professional, quality, and timely budgeting, forecasting and financial analysis, processes and services. In addition, the Director has the responsibility to assist in the delivery of financial management reports for use by the Ministry staff. The responsibilities of this position relate to the Department of Treasury Board and Finance as well as various reporting entities (e.g. Fund & Agencies such as the Alberta Securities Commission and the Alberta Insurance Council), the Public Service Commission, Communication and Public Engagement and Executive Council.

In addition to these key functions, the incumbent attends various Ministry and GOA committees/working groups with aim of ensuring financial accountability, and effective budget management. The Ministry is expected to take a leadership role within the Government on fiscal processes and products; the Director has a key responsibility to support this role.

This role has key responsibilities in supporting multiple Deputy Ministers – TBF, PSC, CPE and Executive Council.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP [Slides 20-27](#)).

1) Establish, schedule, and coordinate a strategic planning framework for the Ministry of TBF and Executive Council. .

- Develops plans, in conjunction with the FAS management team, that supports the ministry's business plan, and addresses the priorities of the Ministry and Departments, the division and branch best utilizing available resources.
- Offers timely and effective advice to the ADM/SFO, Executive Director, and Executive Committee(s) through the review and analysis of budget/forecast submissions and the identification of issues.
- Determines the financial consequences of the three-year plans for TBF/PSC/CPE/EXEC. Facilitates resource allocation decisions and prepares the related revenue and expenditures budget which includes preparing contingency plans to adapt to changing future environments.
- Provides information which identifies the Ministries' Financial Resources requirements and allocation to the ADM/SFO, who in turn puts forth to divisional management and the Executive Committee(s).
- Collaborates with the ADM/SFO and the management team to provide fiscal analysis of the financial results

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related to budgets and forecasts, for the Ministry. Puts forth recommendations to divisional management and Executive Committee (s).

- The Director is also responsible for providing strategic financial advice and support, which includes variations of the above for management staff within the Ministry.
- The Director is responsible for, but not limited to, these specific deliverables:
 - Ministry's Annual three-year Business Plan (financial component) TBF and Executive Council
 - Ministry's Financial Plan (Budget, Estimates, Targets and other Budget Documents) – 4 departments
 - Financial Plan supporting documents and processes, e.g. department and entity initial budget call
 - Ad hoc five year revenue forecasting
 - Quarterly Financial updates (Quarterly Forecasts and Revenue Updates) – 4 departments
 - Committee of Supply briefing book for Minister and Premier
 - Fiscal Plan and Annual report reconciliation
 - Ministry Cash Flow Forecasting.

2) Manages the Financial Planning Branch which is responsible for the preparation of the annual Financial Plan (Budget) for Alberta Treasury Board and Finance (includes PSC and CPE) and Executive Council

- Responsible for prepared funding and requests and submissions to Treasury Board Secretariat (TBS) and Treasury Board Committee; this includes all funding categories, Voted, statutory, operating and capital.
- Provides expert advice towards formal budget documents including estimates and other budget schedules to be submitted to Treasury Board.
- Responsible for the preparation of the Ministers Briefing material and other documents as required for the annual submission to Committee of Supply.
- Facilitating and coordinating the allocation and incorporate the final approved budget into the Ministry operations including input into 1GX and FATS (TBS system)
- Responsible for summary budgets and other management documents, which are used by Ministry Executive as ongoing resources to support decision-making and financial control.
- Provides leadership and support in the preparation of revenue forecasts
- Provides input and direction for submissions of new or revised initiatives to policy committees and Cabinet
- Manages a list of current fiscal plan and related issues and activities (tasks) relevant to the Ministry. Provides summaries of these issues and tasks on demand or prospectively to the Ministry's executive or Treasury Board.

3) Monitors the status of the annual Financial Plan (Budget).

- Performs an annual review and update of the Ministry's budget and forecasting processes to accommodate changes from Treasury Board on budgeting, forecasting and reporting requirements. This requirement can change every year and the changes must be incorporated into the Ministry's planning process (e.g. Amortization, changes in capitalization thresholds, valuation adjustments, etc.)
- Monitors, proposes and implements process improvements to the fiscal plan processes to achieve and capitalizes on efficiencies and productivity. Ensures the Ministry has and maintains a leadership role within government in this respect.
- Provides tools to stakeholders that will facilitate improved budget forecasting, reporting and results.
- Performs an annual review and makes the necessary changes to the Ministry's Budget Structure. (TBF and EXEC)

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- Producing and submitting quarterly forecasts of revenues and expenditures, analyzing budget variances, and coordinating corrective actions (e.g. additional funding proposals, changes to resource allocations, private sector investments or cost sharing arrangements, etc.).
- Responsible for Budget Briefing Books for submission to Treasury Board, Policy Committees and Committee of Supply. Prepares related briefing, speaking notes, background materials, etc. for Executive Committee and the Minister to support financial and budget decisions. Lead for TBF Committee of Supply materials and provides support for other departments materials.
- As required, prepares Interim Supply and Supplementary Estimates and the supporting documentation, resulting from Treasury Board decisions.
- Contacts and liaison with Communication Staff concerning the provision and or confirmation of financial data that appears in communication documents meant for public consumption.
- Collaborates with the Manager of Financial Planning on the development and maintenance of a ministry budgeting and forecasting system.

KNOWLEDGE/EXPERIENCE: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP [Slides 33-37](#)).

Education/Knowledge

- Related Degree (Business/Commerce). Professional accounting designation (CGA, CMA or CA) an asset.
- Extensive knowledge of financial management including generally accepted accounting principles (GAAP)
- In depth knowledge of the Government of Alberta (GoA) legislated Acts and Regulations including the Financial Administration Act.
- An understanding of the GoA and Alberta Finance and Enterprise's business planning, budgeting and forecasting processes from both an operational and strategic perspective.
- Knowledge of public sector and political approval decision making processes is required.
- Budget & Forecasting methodologies and tools
- Strategic Planning and Enterprise Risk Management concepts and practices.

Experience/Skills & Abilities

Extensive management experience in supporting Executive decision makers within a large organization or in public service. Demonstrated budgeting, financial forecasting and administration and costing experience. Experience working with financial information systems, and various Microsoft Office Suite programs.

- Ability to provide leadership and guidance to staff and to the client group.
- Ability to interpret and apply GoA and ministry policies and procedures.
- Excellent analytical and problem solving skills are required to evaluate the funding or cost impacts of new or adjusted programs and policies.
- Excellent verbal and written communication and presentation skills enabling the incumbent to communicate with individuals with diverse financial backgrounds. Facilitation and consensus building abilities.
- Excellent interpersonal skills are required to facilitate resolution of funding and budgetary issues that arise during the fiscal year. This involves discussions and negotiations with ADM/SFO. Executive Director and both Treasury

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Board and Finance and Executive Council senior personnel.

- Project management and evaluation.
- Policy development
- An excellent technical ability as this is a 'hands-on' position. Technical abilities currently includes Microsoft Excel (intermediate to advance skills), Access, Visio, Project, Publisher.

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP [Slides 38-40](#)).

- The Director is required to exercise considerable leadership, strategic judgment and negotiation skills to influence others' behaviour. For example, these skills are essential when strategically planning and explaining the Ministry's annual fiscal targets and forecast position and issues to the ADM/SFO, Executive Director, other Executive Committee members from both TBF and EXEC and Treasury Board officials.
- The Director requires leadership and management skills to manage a team of professionals. These leadership qualities are essential in attracting and retaining employees.
- The Director is responsible for applying financial knowledge/budget management, forecasting, and strategic decision-making. It is looked upon by the Ministry executive to provide financial planning, and financial policy advice.
- Leadership qualities required for this position include: visioning, planning, organizing, analysis, evaluating, coaching. The ability to anticipate Executive and Government needs and the ability to produce solid financial advice and information quickly and reliably is paramount. As the Ministry operates a decentralized financial management structure, the ability to effectively communicate and facilitate good working relationships with other Ministry officials across four departments is essential.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve and the assistance available (See PP [Slides 41-43](#)).

- The Director has a broad general frame of reference and works towards functional objectives. Creativity and new approaches to resolve issues are required in many aspects of the duties as past practices are often not applicable. The job is complex because it often involves situations requiring analytical, interpretative, evaluative and/or developmental thinking with few recurring precedents.
- The Director operates within broad guidelines of government's Financial Administration Act; thus uses own judgment and sound accounting and financial policies to provide recommendation and advice to senior management.
- The Director works collaboratively with Program areas across four departments in determining financial resources requirements and work with ministry officials to acquire and secure funding for new initiatives and cost pressures in deliver ministry programs.
- Government reorganizations and being involved in shared service agreements have required extensive and complex financial analysis and reconciliations to accommodate the shifting of resources between Ministries. These types of changes have been and will continue to be constant.
- Identifying cost pressures and the associated cost containment strategies in conjunction with program delivery area can be complex. New programs and significant program changes can result in significant budget adjustments. The ability to develop and maintain positive working relationships with staff is essential.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See PP [Slides 44-46](#)).

Clients	Frequency	Nature and Purpose of Contact
Internal		
ADM SFO	Continually	Receives project assignments and obtains general direction. Communication channel to Executive Committee and SFO's office.
Executive Director FAS	Continually	Provides primary summary financial documents, analysis, and recommendations to facilitate financial decision and sound financial decisions and sound financial management. Represents the Director of Finance and Enterprise, as required.
Executive Committee	As Required	
Deputy Minister/Minister	Continually	Provides input into GoA financial and budget processes and receives direction from Treasury Board Secretariat (TBS), Ensure TBS clearly understands and addresses the Minister's interests, plans and budget/resourcing issues. Coordination of agenda items and required documents and information for Treasury Board Committee, and Committee of Supply.
Treasury Board Secretariat (TBS)	Continually	
Program Clients (four departments)	Continually	Provides briefings, and development and input for other materials required for presenting the Business Plan, Annual Report and funding proposals to policy committees, Cabinet, DMHRIC, Treasury Board and to the Committee of Supply.
Branch Staff Members	Continually	Provides direction, monitors financial performance and budget adherence, and provides consultative assistance relating to financial decisions, processes and standards and operational improvements. Provides leadership, direction and approval of work assignments including the business and financial plans, forecasts, analysis and action requests, etc.
External		
Entity Contacts	Continually	Coordinates planning and scheduling, facilitates communication, address ad hoc queries. Resolves audit inquiries and implements recommendations. Consults with audit management relating to budgeting, forecasts and business planning, etc. Coordinates audit responses from other divisions.
Auditor General	As Required (Infrequent)	
Other Ministry Planning Groups	As Required	Ensures department strategies and business plan align with corporate initiatives, partnerships, etc.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP [Slides 47-49](#)).

The Director, Financial Planning is responsible for results that affect the entire ministry/departments. The position is responsible for keeping the Assistant Deputy Minister / Senior Financial Officer apprised of major budget and business planning 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 assigned Ministries.

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP [Slides 47-49](#)).

The Director has the authority to investigate financial matters from all divisions that come to the attention of the ADM/SFO. The Director is also responsible for providing sound business and financial planning advice to Management.

CHANGES SINCE LAST REVIEW: What significant changes have occurred in your job, from the last review (See PP [Slides 50-51](#)).

Minor updates to wording to maintain consistency with current structure of delivering service to multiple departments. And also remove reference to IMAGIS.

COMPARABLE POSITIONS: List comparable GoA benchmarks (See PP [Slide 52](#)).

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ORGANIZATION CHART: A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See PP [Slide 53](#)).

Signatures

The signatures below indicate that the manager (incumbent) and division Executive Director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See PP [Slide 54](#)).

Manager

Name

Signature

Date

**Division Executive
Director/ADM**

Name

Signature

Date

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Classification Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8445 or contact your Ministry Human Resource Office.

Personnel Administration Office

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