

New

Ministry

Treasury Board and Finance

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Debt Ops/Forecasting

Requested Class

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

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Province's middle office operation is expanding and growing in complexity requiring close and effective supervision of its daily activities. Reporting to the Executive Director, Treasury Operations, the Manager, Debt Operations and Cash Forecasting takes a leadership role in coordinating the middle office operations involving debt, investment and derivative settlements, management of the various government borrowing programs, cash management and risk management of the financial assets and liabilities of the government. The incumbent would also act as primary contact person for the middle office.

The role requires the incumbent to deal with many different financial institutions in Canada and abroad, as well as many internal stakeholders (including TRM's banking and capital markets teams, Financial Services, Treasury Board Secretariat, and other ministries) and provincial corporations. The incumbent requires excellent communication and collaboration skills to deal with and gain the support of stakeholders on an ongoing basis.

The potential financial impact of errors such as late payment processing, remittance of misdirected,

unapproved and/or misvalued trade settlements, inability to borrow due to problems with borrowing programs, inaccurate financial projections, unresolved and/or prolonged trade disputes with counterparties have significant negative financial, reputational, and political impacts. Attention to detail and commitment to professionalism are critical to preventing these errors.

To adequately excel in this role the incumbent requires sound understanding of complex financial instruments (such as bonds, foreign currency, and interest rate derivatives) including their strategic value under changing market situations. In addition, familiarity with trade settlements practices, strong knowledge of various domestic and foreign borrowing platforms, knowledge of budgeting, forecasting and treasury system processes and applications, a high level of inter-departmental and cross-functional work and co-operation, as well as excellent leadership skill.

Responsibilities

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

1. Financial Modeling and Effective Risk Management

- Defines, develops, and documents complex financial models to analyze and value fixed income, investment, loans, and derivative transactions/portfolios of the Province and its provincial corporations. In addition, these models create comprehensive financial projections which inform capital market funding decisions, operational initiatives, and long-term fiscal planning.
- Participates in the development of borrowing strategies for the Province and its provincial corporations by monitoring and assessing financial market conditions and trends, and through further development of robust risk and position monitoring tools and methods.
- Generates valuation of derivative positions for accounting purposes and also details financial exposures by counterparty, which include interest rate sensitivities on all outstanding swaps, derivatives, and foreign currency financial positions.
- Develops and maintains internal risk management models and makes recommendations to senior management regarding future actions to maintain risk levels within policy limits.

2. Borrowing Programs

- Ensure that proper legal documentation and necessary delegations and borrowing authorities are in place for the Province and provincial corporations.
- Maintain appropriate documentation for domestic and foreign borrowing programs.
- Lead the preparation of regulatory submissions for foreign debt programs, including filings for the Province's Global Medium Term Note program as well as any other filings that may be required, ensuring that the material is of high quality and all deadlines are met.
- Explore alternative debt markets and borrowing opportunities of potential new debt programs or markets that could reduce borrowing costs for the Province and its provincial corporations.
- Monitor compliance with existing debt programs against borrowing authority limits and restrictions.

3. Cash Forecasting

- Provides leadership to the Cash Forecasting team in the daily reconciliation of cash forecast to actual results by ensuring adequate systems exist to easily identify discrepancies and trends to produce a more accurate forecast to effectively manage the Province's liquidity.
- Ensures analysis of actual transactional and forecast data from multiple information sources to better inform the various short- and medium-term cash forecasts.
- Oversees cash forecasting models used by TRM and refines methodologies where necessary to ensure sufficient funding is consistently maintained to support business operations in line with approved internal debt and liquidity management policies.
- Monitors creation of comprehensive treasury intelligence (dashboard-style) reporting that is distributed to senior management of TRM and TBF, as well as to other departments and provincial corporations. This reporting may include liquidity projections, cash/capital flow activity and impacts of possible future funding scenarios.

4. Processing and Settlements of Debt, Derivative, Investment and Collateral Transactions

- Reviews and ensures transactions are recorded correctly in the treasury management system(s).
- Coordinates to ensure settlement of all government borrowing, derivative, investment and collateral

transactions are completed accurately and on schedule, subject to bank timelines, contractual obligations, internal protocols, and policy requirements.

- Monitors to ensure auditors receive all required supports and documentation to conduct interim and year-end audit of the financial asset/liability portfolio.
- Ensures appropriate records are maintained to track and perform daily reconciliation of liquidity investment portfolio including performance analysis and reporting to senior management.

5. Reporting and Other Responsibilities

- Coordinates and/or completes activities of the team to ensure timely analysis and reporting is available to senior management and other stakeholders for decision-making. Reporting may include upcoming debt and investment maturities, month-end/quarter-end risk management, compliance to internal policies, swap counterparty and mark-to-market reports, financial asset and liability summaries, liquidity projections, cash/capital flow activity, forecasted debt costs and investment income and impacts of possible future funding scenarios.
- Oversees ad hoc financial analysis, projections, and modelling to improve middle office oversight and to support broader capital market initiatives.
- Leads process improvements, infrastructure and system implementations, and special project initiatives. This requires knowledge of treasury best practices and systems, documentation of workflows and modeling techniques.
- Facilitates cross-training among the middle office personnel to ensure continuity and broaden knowledge base within the team.

Ensures the team maintains collaborative working relationships with other stakeholders such as the banking team to guide scheduling, funding, and processing of various types of treasury payments.

Problem Solving

Typical problems solved:

The Manager will be required to have the ability to assess, evaluate and make recommendations to enhance operations, improve liquidity and risk management of TRM's debt, investment and derivative programs.

Types of guidance available for problem solving:

The incumbent would require problem solving skill to assess, evaluate and make useful recommendations. This position develops and supports a team approach, fosters working relationships with the Capital Markets branch, Banking, Investment and Debt Accounting Group (IDAG), and other internal and external stakeholders for the purpose of producing accurate and reliable data as well as to ensure smooth operational activities. The complex and technical nature of TRM activities requires both critical and forward thinking problem-solving abilities in a timely manner.

Direct or indirect impacts of decisions:

The position makes direct contributions to support capital market and treasury activities. The impact of these activities is improvement to operational processes within TRM and across government, reputational integrity, and better business relationship with external stakeholders in the overall interest of all Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

Internal - Daily/Ongoing

- All TBF Divisions - Daily/Ongoing
 - Ongoing day-to-day activities by providing advice and information to other team, departments, and ministries including banking, capital market, and accounting group. Such information include transaction advice and payment settlement.

External - Periodic/Ongoing

- Provincial Corporations
 - Assist in processing borrowing requests and providing transactional documentations and reports.

- Office of Auditor General
 - Providing documentation and clarification to the Office of Auditor General staff during interim and annual audit.
- AIMCo
 - Interaction regarding the investment assets of the Province.
- Paying Agents, Banks and Other Financial Institutions
 - Dealing with financial counterparties and paying agent to verify and execute derivative contracts, cash flow confirmations, and financial settlements.
- Regulatory Bodies
 - Dealing with regulatory filing and public disclosures to ensure borrowing programs are active and available for use.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Other	Other

If other, specify:

CPA, CFA, CTP, MBA

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

- A university degree in Commerce or Business with a specialization in Finance or a degree in a related area.
- Completion of or enrolment in the Chartered Financial Analyst (CFA) and/or Certified Treasury Professional (CTP) programs would be beneficial. A financial designation is preferred.
- Experience using integrated treasury management system software or platform is an asset.
- An understanding of debt markets, financial derivatives, portfolio theory and basic accounting principles are required.
- Related experience in a capital market, treasury and/or banking environments and/or knowledge of proper banking procedures (particularly with respect to security and payment settlements) would be beneficial.
- Strong computer skills combined with financial modelling experience is required.
- Strong interpersonal skills to deal with a variety of subject matter experts, many of which may have highly technical backgrounds and/or non-financial professional roles, are needed.
- Proficiency in MS-Office, banking platforms, Bloomberg and Treasury management tools and systems are required.

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	○ ○ ● ○ ○	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<ul style="list-style-type: none"> • Always strive to improve outcomes by continuously seeking new and creative ways to address complex transaction, forecasting, and other treasury operation issues.
Agility	○ ○ ● ○ ○	<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 	<ul style="list-style-type: none"> • Challenges the status quo and be prepared to act where appropriate to achieve a better outcome. <ul style="list-style-type: none"> • Manages multiple projects, with a goal to meet all required deadlines. • Provides clear and concise suggestions to improve internal processes putting forward strong rationale and benefit to stakeholders.
Systems Thinking	○ ○ ● ○ ○	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<ul style="list-style-type: none"> • Works with others to identify and address interdependent activities that require collaboration. • Take initiative to assess workflow, identify, and analyze potential gaps/impacts, and present proposed solutions to management for consideration.

Develop Self and Others	○ ○ ● ○ ○	Plans according to career goals and regular development: <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<ul style="list-style-type: none"> • Be prepared to acquire relevant skill/knowledge to improve self while also creating atmosphere to train others.
Build Collaborative Environments	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: <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"> • Develops and maintains healthy working relationship across the organization and beyond to further the interest of TRM and the Government of Alberta.

Benchmarks

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