

Working Title Finance and Admin Unit Lead		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Forestry & Parks
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting directly to the Regional Business Services Manager, this is one of the two most senior administrative positions in the Region. This position leads the planning and implementation of administrative functions for the Region that pertain to finance, contract administration, manpower, client service, systems administration and coordination of program needs. Support is provided to:

- Multiple regional programs, including Approvals, Compliance, and Resource Management
- Other Branches, including Provincial Programs, other Divisions
- Other Ministries, such as Agriculture and Forestry, Justice and Solicitor General (Fish and Wildlife Enforcement Branch)

As part of the Business Services Group Leadership, this position interprets, communicates, and recommends administrative policies and procedures, ensuring compliance and consistent application of acts, regulations and procedures related to the administrative program for the Region. This position is responsible for the direct supervision, development, mentorship and growth of senior administrative staff and up to 20 additional staff indirectly, depending on the Region.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

**1. Financial Management, Contract Administration, and General Responsibilities**

Oversees the preparation, monitoring, and forecasting of a multi-million dollar regional budget as well as other multi-million dollar budgets (i.e. Environmental Protection and Enhancement Fund, Projects) for various AEP and AAF programs. Knowledge of multi-program delivery targets is required to make recommendations on reallocation of program funds within the region or to meet provincial targets. Authorizes expenditures in accordance with the parameters outlined in the ministry’s expenditure authority matrix. Responsible for regional delivery and coordination of contracts, providing guidance and advice on both standardized and complex contracts.

**Activities:**

- Apply accounting experience and judgement to approve expenditures within established delegated authority levels to ensure that appropriate practices are applied in the areas of vendor maintenance, invoice and expense claim processing, procurement cards, account coding, transfers, and Accountable Advances.
- Analyze historical financial data and present various financial scenarios in order to provide financial advice,

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alternatives and recommendations in budget preparation and monitoring expenditures.

- Roll-up and consolidate Regional budgets; submit forecasts to meet target timelines.
- Interpret financial policies and procedures and advise management and regional staff on accepted practices and/or corrective action.
- Coordinate the year end processes to comply with the deadlines set by Corporate Services Division in the areas of accounts payable, contracts, commitments, contingent liabilities and accounts receivable. Ensure New Year activities requiring set-up are completed.
- Coordinate/maintain vehicle, utility, telephone and cell phone listings for budget purposes. Review all billings from the EPS systems and ensure that required records are maintained.
- Ensure all staff members are appropriately trained in the area of financial processes and practices.
- Participates on campaign fires in providing Human Resource and /or Finance support by working in senior positions within the ICS organization as directed and approved.
- Oversight of reports for recovery and billing on fires, providing quality assurance.
- Monitors contracts to ensure contract policy requirements are met and payment processing is accurate and timely.
- Oversees contractor negotiations to establish payment rates for equipment and/or services as needed with Heavy Equipment, Road Builders or FP Regs.
- Provide advice and guidance to regional staff on contract issues including: requirements for types of contracts, specifications, bid deposits, performance securities, insurance and COR, and WCB holdbacks.
- Provides information and interpretation to staff in regard to all financial and administrative policy, agreements, and standard operating procedures.

## 2. Strategic Planning/Regional Business Planning

As part of the Business Services Group Leadership, support the goals that are aligned with the regional and divisional operations plans.

### Activities:

- Identify resource requirements for centralized, coordinated regional administrative functions including the integration of administrative needs to improve regional administrative efficiencies.
- Implement processes that are aligned with departmental workflow to enhance regional integration.
- Coordinate and monitors all program administrative needs.
- Implement and support the administrative functions of the regional operational plan.
- Implement and enforce the communication protocol (established by the Finance and Administrative Sub Committee) to ensure that administrative issues are shared and recommendations are presented.

## 3. Quality Assurance

Evaluate the effectiveness and compliance of existing regional administrative practices to ensure adherence to government legislation, regulations and department policies.

### Activities:

- Identify emerging Finance, HR, Contracts and Administration issues. Conduct review and analysis, update the Business Support Manager, and make decisions or recommendations to provide solutions.
- Conduct ongoing reviews ensuring policies and procedures are implemented and applied consistently for human resources, financial and contract administration systems.
- Evaluate and analyze administrative effectiveness and adherence to program standards, policies and procedures.
- Participate in the development and implementation of corrective measures.

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- Advise, monitor and provide feedback to Business Support Manager of performance issues as required.

#### **4. Administrative Unit Human Resource Leadership**

Supervise administrative staff in accordance with human resource policies and the Collective Agreement. Ensure development of administrative staff to provide a skilled, flexible and client-centered work team.

##### **Activities:**

- Provide guidance, leadership, and supervision to administrative staff working in variable locations.
- Provide learning and development opportunities to direct reports in the areas of leadership and supervisory skills.
- Assess training needs and create learning and development plans. Support staff competency and career development in accordance with GoA competencies and demonstrate APS values.
- Set workload to ensure equitable workload assignments, providing cross-training to ensure seamless delivery of program and client services.
- Set performance measures and assessments for administrative staff through the performance management cycle, providing feedback on work standards and performance to ensure efficient and effective use of resources to accomplish goals for the unit.
- Manage performance issues of administrative staff by initiating coaching plans in consultation with the Business Support Manager.
- Oversee and train staff on administrative, financial and human resource-related processes.

#### **5. Regional Human Resource Administration**

Responsible for delivery and coordination of human resource administrative functions for the region.

##### **Activities:**

- Provide a consistent application of Collective Agreement.
- Ensure processes are in place so that Delegated Human Resource Authorities are adhered to.
- Responsible for the regional payroll process, which ensures accurate and timely payment of employees.
- Coordinate Forestry wage payroll ensuring internal controls are in place.
- Participate on employee recruitment selection panels as required.
- Recommend and confirm pay rates for wage staff, applying minimum recruitment standards.
- As required, liaise with the Human Resources Consultant for the Region.
- Produce complex ad-hoc reports as required by management team, providing detailed analysis as needed.

#### **6. General Administrative Standard Operating Procedures**

Ensure administrative staff delivers service excellence. Implement and develop practices and procedures to support regional business needs while maintaining provincial consistency.

##### **Activities:**

- Provides information and interpretation to staff in regard to policy, agreements and standard operating procedures.
- Establish administrative protocols and processes, adapting and adjusting to meet new and changing requirements.
- Promote a safe and healthy work atmosphere, ensuring staff are trained and compliant with safety legislation and regulation, and the departmental and regional safety programs.

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- Ensure administrative unit takes an active role and complete the tasks outlined in the regional OH&S program.
- Conduct workload assessments and prepare statistics, demonstrating activity levels; results are used for operational planning and effective service adjustments.
- Liaise and establish effective working relationships with other offices in the department to implement and maintain provincial consistency.
- Liaise and establish effective working relationships with key contacts from Service Alberta, other government departments, and service providers to share information and coordinate smooth client service delivery.

## 7. Facilities and Equipment Management

Coordinates the Vehicle/Fleet and Telecom needs for the Region and Forest Areas (if applicable). Coordinates the regional accommodation and office equipment in various offices.

### Activities:

- Procure furniture and equipment as required, including cost-benefit analysis.
- Review lease and fleet reports to determine lease changes and renewals. Provide the Regional Management Team with recommendations, cost-benefit analysis and reports as directed by the Business Services Manager.
- Coordinates day to day activities pertaining to the operation and maintenance of department facilities.
- Request service and attends meetings for issues concerning office and warehouse facilities.
- Monitor procurement of goods, services and assets as determined by approved budget and related purchasing policies.
- Provide and maintain an inventory of capital and attractive assets to ensure accurate information is available for business decisions and to complete Risk Management reporting.

## 8. Records Management

Coordinate and manage all records within the Region.

### Activities:

- Oversees and monitors paper-based and electronic records management systems. This includes assessing and anticipating needs to determine best methods of information storage and retrieval.
- Ensure administrative staff is trained in records management practices and protocols.
- Coordinate records issue resolutions with the department's Senior Records Officers (SRO).
- Administer an internal and external records viewing best practice (routine disclosure for information) for the Region to ensure compliance with government policy, focusing on security and FOIP.
- Leads regional implementation and adoption of departmental Electronic Information Management protocols.

Participation in the OH&S program, by maintaining required OH&S competencies and incorporating safety and wellness practices in daily work.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Working within a framework of departmental policies, and under the direction of the Business Services Manager, the Unit Lead ensures that the administrative activities and resources of the branch are used appropriately to ensure that processes are in place for all administrative functions of the Region (financial, human resources, client service delivery and coordination).

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position oversees administrative allocation of service delivery personnel regionally, departmentally and across ministries (i.e. AAF; JSG/FWEB).

The position's complexity comes from coordinating diverse administrative functions in the Region for a high volume setting. These include: Approvals, Compliance, Resource Management and other divisions/departments. The role works with a great deal of independence and control, assigning tasks and following up on designated items. It initiates communication and follow up briefings for the Business Services Manager and/or Regional Management Team.

This position assumes responsibility for developing and implementing region-specific administrative processes that are consistent with departmental and provincial administrative policies and guidelines.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- Excellent leadership and team building skills (coaching, mentoring, ability to assess and develop staff, career planning skills, ability to work collaboratively and individually and ability to lead by example).
- Well-developed supervisory skills; able to utilize knowledge and experience to determine appropriate procedure to use under varying situations. Able to engage and motivate staff to demonstrate superior performance. Skills to develop staff to meet their full potential and satisfy succession planning strategies.
- Excellent communication skills (including presentation, oral and written).
- Project management and development (time management, organization skills, ability to work under pressure and short time frames).
- Analytical skills (use of good judgement, effective decision making).
- Well-developed problem solving abilities/skills.
- Creativity and innovation (encourage new initiatives, ability to see big-picture).
- Ability to effect change, turning adverse situations into opportunities.
- Flexibility in terms of working in a fast-paced and complex environment that demands creativity and innovation.
- Professionalism.
- Expenditure Officer authority demonstrating thorough knowledge of regional priorities and fiscal responsibility.
- In-depth knowledge and understanding of government and department policies and procedures related to business/finance, budget administration, records management, human resource policies including OH&S, Master and Subsidiarity Agreements, Delegated Authorities, contract administration, asset management, IT system etc.
- Sound knowledge of department business goals and objectives and assessment criteria as well as financial services policies and procedures.
- Knowledge of Generally Accepted Accounting Principles, Financial Administration Act, Government Organization Act, Public Service Act, Code of Conduct and Ethics, Government Accountability Act, FOIP, etc.
- In-depth knowledge of contract administration.
- Extensive knowledge of departmental systems and programs to provide direction that accommodates the interest of all programs.
- Ability to foresee the effects of both departmental and regional decisions across all programs.
- Proficient with Microsoft Office suite, database and accounting/budgeting applications. Ability to create spreadsheets and manipulate data for reporting requirements.
- Comprehensive knowledge of IMAGIS.
- Valid Class 5 Driver's licence.
- Commissioner for Oaths Appointment.

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High School Diploma, secondary education in Business/Finance and several years' related experience, including supervisory experience. Directly related experience and related training may be considered in lieu of post-secondary education.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The Regional Finance and Administrative Unit Lead plays a key role on the Business Services Group Leadership, ensuring regular and daily contact with all regional staff (management, professional/technical and administrative) to provide advice, guidance, interpretations, and recommendations on varied and/or complex administrative matters.

Position also has regular contact with AEP personnel within Corporate Services Division and Human Resources for the purpose of communicating administrative matters, developing best practices and ensuring provincial consistency.

Stakeholders include contractors, community agencies, municipalities, the public, and internal clients for the purposes of communicating administrative matters.

As a rotating member of the Finance and Administration Sub Committee, the role participates to develop best practices in finance, pay and benefits, accommodation, IT and records management procedures.

Participate in ongoing and ad hoc projects and committees, contributing input and advice. These committees are both regional and provincial, including regional compliance, approvals, resource management working groups, and operational forestry groups.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*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 Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

