

## New

Ministry

Infrastructure

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Financial Advisor - Capital Projects and Programs

Requested Class

Program Services 4

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Capital Proj. Delivery, Program Mgmt. & Integration

☐ 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:

The Financial Advisor - Capital Projects and Programs' supports Capital Projects Delivery (CPD) and Strategic Partnerships and Learning Facilities (SPLF) divisions through ongoing financial analysis and oversight for Health Facilities Branch (HFB), Government Facilities Branch (GFB), and Learning Facilities Branch (LFB) capital programs. This position supports project and program level financial oversight, financial management, and decision making within HFB, GFB, and LFB. This is achieved by working with CPD, SPLF, and Infrastructure Finance staff to analyze expenditures, forecast cash flows, implement financial processes, provide timely and accurate reporting.

#### Responsibilities

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

All project and program level capital budgets for CPD and SPLF are effectively managed and monitored. This is achieved by:  
- management and oversight of Project Approval Recommendation (PAR), Total Project Cost (TPC), and Statement of Final Cost (SFC) processes to track funding allocations across projects and programs.

- Manage records related to project and program level approved funding, expenditures, and forecasts.
- Manage records related to unallocated and uncommitted funds within CPD and SPLF capital programs.
- Reconciliation of SPLF and CPD capital project and program financial information with various other records including those maintained by Infrastructure Finance and other ministries (I.E. Treasury Board and Finance, Education, Health, Justice, etc.).

Accurate quarterly target updates for CPD and SPLF capital projects and programs. These updates inform Infrastructure Executive Team, Finance and Treasury Board, which in-turn reports the Government's quarterly fiscal updates and annual budget. Related activities include:

- Ongoing support and guidance for project teams to maintain accurate and consistent cash flow forecasts for all projects and programs. This includes ensuring all PFMT forecasts are complete and conform to established forecasting processes (including forecasting of contingency and surplus funds).
- Managing the quarterly update process and coordination of Director, ED, and ADM approvals. This includes tracking and documenting changes to submitted targets through various approval levels.
- Documenting and maintaining records for approved targets and reconciling with project and program level approved budgets (TPCs).
- Direct Project Integration analyst to initiate appropriate processes (PAR, TPC) to reflect updated approved targets.
- Ensuring that CPD and SPLF leadership and project teams are aware of updates to approved targets and understand any changes to the targets through various stages of the submission and approval process.
- Monitoring, analyzing and reporting on capital lapse. Ensuring that reasons for capital lapse are understood and that capital lapse is minimized.
- Evaluate financial risks and provide strategic recommendations that align with CPD and SPLF Division objectives and support the broader Ministry mandate.

Division leaders, project teams, and other stakeholders are provided with timely and accurate financial information and reports:

- Providing up-to-date information and analytics to division leaders and other stakeholders related to project cash flows, project status, and funding requirements.
- Preparing regular and ad-hoc financial reports for senior and executive management that identify trends, risks, and opportunities.
- Developing and setting standards related to financial reporting and monitoring in CPD and SPLF and ensuring that best practices for financial management and reporting are implemented.

CPD and SPLF divisions are supported in achieving their mandates, goals, and objectives. This is achieved by:

- Establishing and maintaining effective relationships and communication linkages with project teams and internal and external stakeholders.
- Promoting principles of financial accountability throughout the branch and training new staff on Infrastructure financial processes.
- Provide financial expertise in the management and finance administration processes to CPD and SPLF.
- Implement branch business projects to develop new processes or improve existing processes.
- Lead working groups through the development and improvement of business processes.
- Develop and maintain measures to monitor the performance of key branch processes related to financial management.

## Problem Solving

Typical problems solved:

CPD and SPLF have been working to implementing a consistent approach to delivering projects. However, some systems and processes, particularly those of financial nature, are still in the development stage and require dedicated resources to ensure processes and systems are put in place that will benefit the branch and the project teams in the long term.

The incumbent plays a key role within the divisions in financial monitoring and reporting related to all projects. The incumbent works with all project and program staff within the branch to monitor all the branch's financial commitments, expenditures, cash flows and provides accurate and timely reporting to executives and other

ministries and stakeholders.

The incumbent is expected to work independently in reviewing expenditures and determining consistency with program criteria, developing project reports, liaising with project teams to obtain information and resolve issues with respect to the accuracy and timeliness of reports and other project information. The incumbent is expected to analyze division financial information, to lead and facilitate cross-functional teams through standardization of financial processes, and to constantly improve the branch's management of finances. The incumbent will require an understanding of risks impacting the capital project delivery and to be able to communicate these risks effectively to decision-makers.

Complex problems, issues which are precedent setting in nature or issues or problems that could be politically sensitive are discussed with their supervisor and possibly the Director or Executive Director prior to implementing any corrective action.

Types of guidance available for problem solving:

Guidance for problem solving is available from a number of different sources. These include the incumbent's direct supervisor, the Process Development and Integration Manager, CPD and SPLF project delivery teams, Infrastructure's Finance staff and Ministry Executive Team.

Direct or indirect impacts of decisions:

Financial information is used by all levels in the department to manage budgets and make informed decisions. Department Executives rely on Financial Services to provide accurate and timely information on a regular basis. In addition, publicly disclosed information must be accurate. Inaccurate information increases the risk to the department's reputation and could result in negative consequences.

This position contributes directly to the accountability of the ministry to report on its financial position in accordance with GoA requirements. Public disclosure of financial information demonstrates transparency and accountability that funds used on behalf of all Albertans to achieve ministry business plan goals. The incumbent contributes to the preparation and review of Ministry financial submissions.

Accounting knowledge and knowledge of ministry operations are applied to effectively interpret policies, legislation and complex financial data and transactions. Advice and guidance are provided to all ministry program areas to foster consistent application of processes and standards.

If this role is not performed well, a variety of risks are applicable:

- material misstatement of financial information that could lead to a qualified audit opinion,
- failure to comply with external reporting requirements,
- repeat OAG recommendations,
- poor financial decision making,
- damaged relationships with stakeholders,
- embarrassment/negative publicity.

## Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Process Development and Integration Manager-direct supervisor: daily contact to receive direction, discuss issues, provide updates on projects, and discuss performance;

Director, Program Management and Integration -daily contact to receive project assignments, consult on issues, provide updates on work priorities;

Executive Directors, LFB, HFB, GFB -ad hoc contact to discuss projects, receive direction, report projects status;

Project Directors and Project Teams - ongoing contact to obtain information, discuss issues, clarify processes, and provide leadership and direction;

Infrastructure Finance- ongoing contact to provide project updates, reports, and develop and confirm project and portfolio related financial data.

Client Ministries -ongoing contact to discuss project cash flows, expenditure and grant payment processing, responding to inquiries, providing information for Ministerial/Treasury Board, etc.;

Other Branches/Divisions within the Ministry - to respond to inquiries and action requests, provide information and reports on capital project delivery and projects status.

### Required Education, Experience and Technical Competencies

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

If other, specify:

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

#### Knowledge:

- Comprehensive knowledge of the government's budgeting, capital planning, financial policies and practices;
- Understanding of division business requirements, priorities, issues, programs and services;
- Understanding of project management practices, and how major projects are delivered, including the Construction Management delivery method;
- Excellent computer skills in Word, Excel, SharePoint, and other applications; and
- Knowledge of the ministry's contract management system (CMS), 1GX, and PIMS.
- Knowledge of the PFMT and PRS.

#### Skills and Abilities:

- Ability to work in a team environment, use good judgement and be realistic, know when to ask questions and why;
- Ability to prepare accurate information to facilitate senior management decision making;
- Excellent communication skills;
- Must be detailed orientated to ensure accuracy in processing financials and reporting project and capital plan information;
- Leadership skills to influence people, facilitate meetings with cross-functional teams, and manage relationships with internal project staff, finance staff, and staff from Education;
- Ability to multi-task and manage priorities;
- Ability to solve complex problems related to program financial management, including inter-organizational financial transactions;
- Excellent organizational, analytical and interpersonal skills;
- A good understanding of accounting principles and a mathematical aptitude to deal with the complexities of the grants programs and furniture and equipment expenditures;

#### Qualifications:

Related post-secondary degree or diploma and/or four years related experience. Extensive financial experience in a government setting and experience in a project management/delivery environment is preferred.

### 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		
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Takes and delegates responsibility for outcomes:</b> <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</li> </ul>	<b>Strong organization skills, Ability to meet various deadlines, able to multitasks, organize and time management skills to sort through tasks and organize daily duties by urgency and importance.</b>

		not immediately accepted • Reaches goals consistent with APS direction	
Agility	○ ○ ● ○ ○	Identifies and manages required change and the associated risks: • 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	Ability to stay calm under pressure, perform job duties with change of environment, ability to function well with sudden change of priorities. Required to complete numerous financial activities within extremely tight timelines. Position requires continuous improvement to best meet all competing priorities.
Build Collaborative Environments	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: • 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	Member of the Program Management and Integration team and required to work with all levels in the department. Strong communication skills are required to ensure views are clearly presented and understood by all team members. Need to collaborate with peers in other departments to address issues.
Develop Networks	○ ○ ● ○ ○	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	Ability to establish a network of working relationships both within and outside of the division.
Develop Self and Others	○ ○ ● ○ ○	Plans according to career goals and regular development: • Aligns personal goals	Keep up with changes in policies and technologies. 1GX, BPC, excel, TEAMS, Google Drive, Sharepoint

		with career goals <ul style="list-style-type: none"><li>• Leverages strengths; attempts stretch goals</li><li>• Provides feedback and openly discusses team performance</li><li>• Values team diversity, and supports personal development</li></ul>	sites.  Building consensus to promote efficiency and effectiveness in dealing with Ministry staff.
--	--	--	--

**Benchmarks**

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

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.