

## New

Ministry

Seniors, Community and Social Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Director, Finance - ALA

Requested Class

Job Focus

Supervisory Level

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

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

This position reports to the Executive Director of Financial Planning and Analysis, and is responsible for overseeing and establishing corporate processes for Assisted Living Alberta's (ALA) three-year fiscal plan, annual budget/business plan, quarterly fiscal updates, procurement, reporting and operations. With a budget of nearly \$4 billion, ALA is a new provincial health agency with a mandate to be Alberta's lead provider of continuing care services, including home care and community care.

This position is a senior professional finance expert providing direction for financial analysis and support to the ALA. This involves working closely with colleagues within SCSS, within ALA, and with other client ministries. The position is also responsible for overseeing ad hoc projects and linking the funding requirements of ALA's various programs and initiatives to the multi-year fiscal and business planning process of the Government of Alberta (GOA).

The Director, Finance - Assisted Living Alberta (ALA) supervises professional staff in the analysis, coordination and development of Ministry financial/budget plans and other related financial management processes/guidelines including procurement, reporting and operations.

The Director plays a lead role in managing changes to budget policy and controls related to ALA for the Ministry. The Director will assist in preparing responses to Ministerial Action Requests and other briefing material as required.

## Responsibilities

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

1. Lead the development/implementation/financial analysis related to budget processes and procedures for ALA. This includes identifying financial implications for the ministry as a whole.

### Activities

- Direct budget analysis and develop briefings related to ALA's major programs to ensure the ministry's financial management needs are met.
- Implement budget policies and processes resulting from Treasury Board and Finance (TBF) direction, in particular as they relate to budgeting, control, and monitoring of ALA's expense and investment.
- Support business case development for major ALA initiatives to ensure that the ministry's financial interests are built into budget analysis and decision-making processes, and any risks associated with the initiatives are identified and measured.
- Monitor preparation of ALA':
  - Annual expense/capital investment and revenue budgets and fiscal targets, including briefing material for the Minister and Deputy Minister for use at Cabinet, Treasury Board and Committee of Supply.
- Quarterly forecasts of expense, capital investment and revenue for submission to TBF.
- Major cost pressures and funding options - to support financial updates to the Executive Team and the Minister.
- Oversee support to business planning activities related to the ALA components of Government's Alberta's accountability requirements (Business Plan) and Ministerial briefings (Committee of Supply).
- Manage support to ALA's capital planning/forecasting initiatives.
- Support the development of government-wide priority projects.

2. Direct financial analysis and consulting services to support ALA's decision-making activities

### Activities

- As required, lead preparing briefing material on major issues and make recommendations to resolve outstanding issues for executive management review and approval. Prepare briefing material as part of the budget process to ensure the ministry receives adequate resources to provide quality programs. Prepare ministerial briefing documents in advance of meetings of Cabinet, TB, Committee of Supply, etc., and prepare follow-up briefings/responses based on the outcome of those meetings (e.g., written responses to unanswered questions posed at Committee of Supply).
- Understand ALA/internal clients' business requirements through formal/informal exchange of information.
- Participate in education and awareness-building branch activities, including communication of roles and assessment of client satisfaction.
- Implement program/service improvements as necessary to address client needs and to streamline internal processes.
- Respond to ad hoc financial information requests from senior management. This includes coordinating efforts with department colleagues and colleagues from ALA, to develop joint ministry responses.
- Direct preparation of short/long term fiscal analysis to support ALA's budget/business plan development and future decision-making, and to monitor quarterly forecast and monthly cash flow reporting during the current fiscal year.
- As part of the ongoing budget review process, develop ALA budget scenarios for the current fiscal year, to reflect changes as a result of deferrals, one-time funding and other mid-year budget adjustments.

3. Work collaboratively with other staff in the Corporate Finance Division, the Ministry, other ministries and ALA to deliver quality financial services including procurement, reporting and operations.

## Activities

- Work closely with ALA/program areas/other ministries (ie: Treasury Board and Finance) to:
    - Plan, coordinate, and monitor ALA's programs as part of the Ministry's programs within the Government of Alberta's Fiscal Plan and accountability requirements.
    - Identify key items/issues related to projects/programs that could have financial or budgetary impacts.
    - Develop any new internal processes to ensure consistency with Ministry information and processes for procurement, reporting and operations.
    - Participate in cross-government committees to ensure SCSS' and ALA's requirements and perspectives are represented.
4. Maintain prudent business practices and strong internal controls, and design and implement policies and procedures to improve ministry accountability.

## Activities:

- Ensure the efficiency, effectiveness and economy of processes for ministry financial planning, procurement, reporting and operations activities related to ALA, by continually assessing which activities are being performed, how and why these can be done, if they can be accomplished in other ways, and if they are adding value to the process.
- Ensure ALA financial processes align with and support key ministry accountability documents.

5. Provide leadership and guidance to Finance staff in performance of duties

## Activities:

- Manage human resources within the Finance - ALA unit.
- Supervise and coordinate the work of professional staff.
- Coordinate ALA-related projects involving staff from other finance work units in the department.
- Participate on Branch project teams as required to develop solutions to meet client business and information needs.

## Problem Solving

Typical problems solved:

The Director works closely with Financial Planning and Analysis branch management and staff, Reporting and Operations branch management and staff, senior finance directors, officials from Treasury Board and Finance, outside consultants and other ministries to analyze complex financial policy and information. The Director, Finance - ALA, will oversee the development of budget, procurement, reporting and operations processes and procedures related to external reporting entities, that will have a significant impact on all areas of the Ministry. The Director is expected to independently handle all situations that fall within prescribed policies and procedures and scope out the requirements of assigned tasks.

Types of guidance available for problem solving:

Problems of an unusual nature or those issues of a politically-sensitive nature are discussed with the Executive Director, Financial Planning and Analysis, before action is taken.

Direct or indirect impacts of decisions:

Recommendations made by this position will be broad and far-reaching. ALA has a budget of nearly \$4 billion. Decisions or recommendations are made on how to handle various issues that arise with regards to budget, forecast, policy implementation, and on how to handle financial issues that arise with ALA.

## Key Relationships

Major stakeholders and purpose of interactions:

Stakeholders affected by the Director's work include program managers, senior managers and executive managers at ALA.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Other - Accounting

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

At least five years of progressively responsible financial management experience, preferably in a public sector setting.

### 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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<ul style="list-style-type: none"> <li>- Leads and manages a high functioning team of professionals.</li> <li>- The team collaborates with all areas of ALA Finance and colleagues across the Finance division to achieve results.</li> <li>- The work done in this area often has larger implications for the ministry and government as a whole; therefore, a broad understanding of the activities and their impact is required.</li> </ul>
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>As the leader of the Finance - ALA unit, the Director needs to maintain effective networks in order to succeed. Information is often needed within a short time-frame. Therefore, a strong network is imperative to be able to provide accurate information when needed. This can range from consolidated budget information to detailed ALA program information.</p>
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"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of</li> </ul>	<p>The work in Financial Planning and Analysis is often done under tight timelines. The outcome is not always clear. Therefore, the Director and the team as a whole needs to be agile and flexible.</p>

		others <ul style="list-style-type: none"> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	Changes to the outcomes need to be understood and explained to the team so that work can continue and goals can be met.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: <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 not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	The work done in the Financial Planning and Analysis branch <ul style="list-style-type: none"> <li>- Finance - ALA unit is vital for the Ministry to meet its objectives.</li> <li>- Whether it be working with ALA to develop the budget, or monitoring ALA's spending throughout the year, the outcome must be consistent and help the Ministry achieve its desired outcomes.</li> <li>- A cycle of continuous improvement is imperative to success.</li> </ul>

**Benchmarks**

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

M420-52 Director, Budgets and Forecasts (Formerly Alberta Human Services)  
 M420-53 Director, Financial and Administrative Operations (Alberta Advanced Education)

**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.

Employee Name	Date yyyy-mm-dd	
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
Sonia Johnston ADM Name	2025-03-04 Date yyyy-mm-dd	Sonia Johnston ADM Signature

Digitally signed by Sonia Johnston  
Date: 2025.03.04 14:04:29 -0700