

POSITION PROFILE

DIRECTOR, FINANCIAL SERVICES

ALBERTA FINANCE

Executive Manager I

The Director, Financial Services, Alberta Finance provides leadership and direction for the delivery of financial services, including policy and consulting services to Alberta Finance.

Alberta Finance strives to further Alberta's reputation as an innovative and globally competitive province, with a fiscally sustainable and accountable government, and provides a wide range of services to ensure Alberta maintains its strong financial position. The Ministry develops and implements the government's fiscal framework and financial policies.

Alberta Finance envisions a province where government revenue policy and administration reflect the values of Albertans, balance present and future needs, and contribute to a stable environment for the generation of wealth for all Albertans. The Ministry provides prudent and innovative revenue, investment and risk management, and regulates and fosters capital markets in Alberta.

Executive Council Office is responsible for policy coordination, the Protocol Office, shared responsibility with the Office of the Premier for the Public Affairs Bureau, and supports the mandate of Internal Audit.

(A) POSITION SUMMARY

In this unique role you will provide strategic leadership and direction in delivering a full range of financial services, including policy and consulting to Alberta Finance. Working closely with the Senior Financial Officer and the senior management of these ministries, you will play a key role in the planning and reporting processes for the business plan and budget, as well as in furthering our development of financial risk and compliance activities. You will have extensive involvement in providing internal technical and policy advice on all budget and financial matters.

Leading a team of management and professional staff, you will ensure systems are in place to provide seamless delivery of financial services, integrating the services provided by your group with those provided by internal and external shared service partners. You will also contribute to policy planning and development and actively participate on project teams, both as a leader and a team member, to develop and implement solutions to cross-government initiatives.

(B) AUTHORITIES

Financial Administration Act
Government Accountability Act
Fiscal Responsibility Act
Appropriation Act
Government Organization Act

(C) **MAJOR RESPONSIBILITIES**

- providing strategic leadership, direction and coordination for delivering a complete range of financial services that include financial policy and consulting services;
- overseeing all services necessary to consolidate the ministry entities into the business plan budget process and annual report, including facilitating any financial or accounting issues requiring resolution, and providing partial services to other clients assigned to Alberta Finance for financial matters;
- leading a team of management, professional and administrative staff to ensure that systems are in place and performing appropriately: to plan, develop and monitor budgets in line with the fiscal framework; to process all financial transactions in compliance with legislation and policy; and to report regularly on the finances of the two departments and other clients;
- promoting vision in leading the seamless delivery of services that integrate partnerships with government shared service providers;
- playing a key role in financial risk and compliance activities, and as an internal technical and policy resource on all budget and financial matters for the business areas;
- developing relationships and maintaining open, consultative and effective relationships with clients, stakeholders and shared service partners in providing quality services and enhancing business processes;
- contributing to policy development, as well as planning and implementing cross-government initiatives on financial and related issues;
- providing strategic advice and guidance together with the Senior Financial Officer, to the Executive Committees of Finance, and where required, Executive Council Office, on fiscal implications of department and ministry program and budget proposals, including identifying alternative strategies to address problems, challenges and unforeseen events;
- participating in the establishment and operation of risk management programs for Finance particularly in areas related to financial services;
- fostering a positive environment that encourages staff to build effective business relationships through collaboration, networking and strategic alliances with internal and external stakeholders, and shared service partners;
- promoting ongoing staff development through mentoring, coaching, cross-functional assignments and job rotations that provide professional experiences and growth opportunities. This includes identifying succession needs and ensuring the branch has strategies to address areas of key-person risk;
- managing the branch budget and staff resources to meet department and ministry goals and objectives;
- partnering with all executives, directors, and unit heads to maintain quality standards in the delivery of financial services.

(D) ORGANIZATION

Reporting to the Executive Director, Strategic and Business Services, the Director, Financial Services, works with a team of management, professional and administrative staff. The staff complement includes 10 FTEs and a budget of \$1.5 million.

For more information on Alberta Finance, please access our website at www.finance.gov.ab.ca

(E) CONTACTS

Deputy minister, assistant deputy ministers and all executive and senior management in Finance. Executives and managers of Restructuring and Government Efficiency (RGE), and senior financial officers and counterparts in other departments.

(F) ISSUES/CHALLENGES

Promoting strategic thinking and using insight and knowledge to develop alternative solutions to complex and unstructured issues and problems.

Formulating business process innovations and improvements to achieve high service delivery standards.

Building a positive and professional culture that is integrated across the Financial Services group and RGE.

Balancing the needs and demands of multiple ministry clients with limited resources.

(G) THE PERSON

(1) Knowledge/Experience Requirements

- significant financial planning, budgeting and reporting experience supplemented with senior management experience;
- proven ability to apply leadership and management practices to integrate financial planning, operations and reporting functions with evolving resource needs.
- highly developed analytical skills and a working knowledge of public sector business and financial planning frameworks to assist in formulating business process improvements and innovations;
- ability to build strong business relationships and provide ongoing staff development through mentoring, coaching and ongoing professional experiences

(2) Management Competencies

Timely Decision Making: Makes decision in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.

Decision Quality: Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time.

Ethics and Values: Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both the good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

Fairness to Direct Reports: Treats direct reports equitably; acts fairly; has candid discussions; doesn't have hidden agenda; doesn't give preferential treatment.

Functional/Technical Skills: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Informing: Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.

Integrity and Trust: Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Intellectual Horsepower: Is bright and intelligent; deals with concepts and complexity comfortably; described as intellectually sharp, capable and agile.

Peer Relationships: Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.

Presentation Skills: Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; is effective both inside and outside the organization, on both cool data and hot and controversial topics; commands attention and can manage group process during the presentation; can change tactics midstream when something isn't working.

Problem Solving: Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Written Communications: Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

(3) Academic Background

A related business degree with an accounting designation is preferred.