

Working Title Director, Regional Financial Services	Name
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Position Number	Reports to Position No., Class & Level Executive Manager	Division, Branch/Unit Corporate Services, Finance	Ministry Alberta Human Resources and Employment
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Present Classification Senior Manager	Requested Classification	Levels to Deputy Minister (Not including incumbent level) 3
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POSITION SUMMARY: Briefly describe the main purpose of the position, and why it exists for the most part

Reporting to the Chief Financial Officer, the Director, Regional Financial Services is accountable for the delivery of various financial programs which enable management and staff in various Divisions in the department to fulfill their responsibilities. The programs include: Internal Audit, Financial Analysis and Reporting, Budgeting and Forecasting, Accounting Officer and general accounting and financial support. These programs are provided through a staff complement of approximately 25 Regional Financial Services staff, located in six geographic locations in the province. The Director focuses on being well informed on the variety of programs and different practises that prevail in each region, to ensure that the financial services appropriately consider the requirements and differences applicable to each region, while maintaining appropriate internal controls and compliance with financial policies and procedures. Working with the other Finance branches in headquarters, the Director also actively promotes the needs of management and staff in all regions, in order to develop solutions that are satisfactory to the regions and the department.

SPECIFIC ACCOUNTABILITIES: List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described

The Director provides leadership to the Regional Financial Services Branch, and is accountable for the following:

Deliver the department's internal audit program:

- Develop long and short term internal audit plans, based on risk analysis, and considering the unique operational requirements of each region
- Perform internal audits of departmental programs and financial processes
- Develop and deliver audit reports to management, containing recommendations to improve compliance with financial and program policies as well as providing efficient and effective practises
- Evaluate the effectiveness of departmental processes and procedures, and recommend improvements if applicable
- Ensure that audit recommendations are appropriately addressed by management with an emphasis on continuous quality improvement
- As the internal audit experts, provide ad-hoc audit/review services for the department as required

Manage the provision of expert advice, analysis and support to departmental management and staff on all matters pertaining to budgeting, financial forecasting and expenditure monitoring:

- Ensure that departmental management and staff have the information, guidance, tools and training that they need to effectively interpret and monitor financial information
- Ensure that accurate, reliable monthly forecast and annual budget submissions are provided
- Provide accurate and timely financial and statistical information to management to enable their decision making and business planning processes
- Perform quarterly and year-end financial functions in required for the preparation of the department's financial statements, annual reports, and budget submissions

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(Continued)

- Identify, promote and implement improvements to associated financial processes on an ongoing basis
- Provide expert financial advice to enable Regional Directors and their management staff to make appropriate and correct program decisions

Develop programs, put processes in place and provide leadership to departmental staff by accurately and efficiently processing payments to clients and vendors and performing related financial functions:

- Make the recommendation for the Deputy Minister approval of Regional Accounting Officers
- Provide the Accounting Officer payment review/approval program in all regions for various financial systems (IMAGIS, CMAS, ExClaim, EPS), ensuring that payments are accurate, timely, properly authorized and that appropriate internal controls are maintained
- Monitor expenditures with respect to applicable financial policies and procedures, and effectively address deficiencies
- Ensure that departmental management and staff have the information, guidance, tools and training that they need to effectively and efficiently utilize the various payment systems
- Participate in the continuous improvement of financial policies, processes and systems, and ensure that improvements are implemented and monitored

Support the management of the department's contracting processes

- Review contracts with respect to compliance with applicable policy, and provide approval prior to management sign-off
- Provide expert advice to regional staff with respect to interpretation of contract policy and procedures

KNOWLEDGE/EXPERIENCE: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position

- Highly developed human resources skills, in order to effectively manage a diverse, primarily professional staff group in six geographic locations.
- Excellent communication and relationship skills, in order to maintain the provision of high quality financial services while managing the human resources from an offsite location
- Extensive knowledge of financial procedures, internal controls, accounting and auditing principles and techniques, to enable the provision of expert advice and counsel
- Extensive knowledge of the diverse range of programs delivered by the department, and the associated policies and procedures
- Knowledge of various departmental, government-wide and business related computer systems
- A related university degree and/or accounting designation (CGA, CMA or CA), and several years progressively responsible experience in a managerial or senior professional position in a large and diverse organization

LEADERSHIP AND BUSINESS KNOW-HOW: Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples

Manage a team of approximately 25 professional and administrative staff, located in six different Delivery Services Regional Office locations in the province:

- Recruit and manage vacancies as required
- Train and advise staff on an ongoing basis
- Develop and motivate effective teams in each location and in each functional group
- Business planning and staff performance management processes
- Ensure that staff have appropriate opportunities and encouragement to develop their skills and abilities
- Ensure that staff have the tools they need to effectively and efficiently perform their jobs
- Continually evaluate the effectiveness of the team, making organizational and job assignment changes as appropriate

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve and the assistance available

This position is highly challenging due to the broad range of finance programs for which it is responsible, the need to be familiar with the procedures and systems associated with all departmental programs, combined with the complexity of managing teams of staff located in six different offices throughout the province. Innovative, effective solutions are often required in order to deal with operational needs, particularly during times of staff turnover and vacancy. The Director needs to respond to changes such as new policies, procedures and systems with proactive solutions using good judgement to ensure that the needs of regional management and staff are met. Independent thinking is necessary to optimize the balance between operational needs and financial controls. Maintaining effective working relationships with management and staff in the regions and in headquarters is critical to ensure success in delivering the various finance programs. The Director position, which is based outside Headquarters in a Regional Office, operates with considerable autonomy in finding and implementing effective solutions.

RELATIONSHIPS/CONTACTS: Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken)

Clients	Frequency	Nature and Purpose of Contact
<u>Internal</u>		
Regional Financial Services staff	Many times a day	Provide advice to staff, monitor performance, assign work, resolve various administrative issues, etc.
Other AHRE Finance staff and management	Daily	Contribute to policy and procedure development in the Finance Branch, resolve issues, etc.
Other departmental staff and management	Daily	Resolve issues that impact regional delivery operations
Staff in other departments	Occasionally	Resolve issues, coordinate efforts
<u>External</u>	Occasionally	Resolve payment and contract issues
Vendors		
External contractors		

IMPACT AND MAGNITUDE OF JOB (SCOPE): Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples

The department is highly impacted by the quality of the financial programs and support provided by the Regional Financial Services team, as program management and staff rely on this expertise in fulfilling their obligations to maintain internal controls, follow appropriate policies and procedures, minimize risks, make planning decisions, resolve financial issues, and operate financial systems. The Director is accountable to ensure that the Regional Financial Services team provides effective, efficient and appropriate expertise in all geographic and applicable finance program areas.

