

MANAGEMENT JOB DESCRIPTION

NAME:	
WORKING TITLE:	Manager, Financial Policy and Operations
DIVISION/BRANCH:	
POSITION NUMBER:	Sample (edited)
CURRENT CLASSIFICATION:	

I. OVERALL PURPOSE

Reporting to the Director, Financial Services, the Manager of Financial Policy and Operations is responsible for developing and implementing ministry-wide financial policies and procedures, addressing the Ministry's financial audit requirements, developing and implementing ministry-wide internal controls, overseeing the preparation of the Ministry financial statements and providing the day to day financial operations of the Ministry including accounts payable, accounts receivable and contract management services as well as managing the RGE operating agreement,.

The incumbent ensures that Ministry's interests are represented on cross-government initiatives.

The Manager provides training, consultation and advice to line areas to assist them in carrying out their financial responsibilities in pursuit of their business plan objectives. The Manager must have a good understanding of principles and concepts of General Accepted Accounting Principles (GAAP), Public Sector accounting policies and procedures, Financial Control Manual, etc., and be able to apply professional judgement of these guidelines and procedures to the specific and unique situations.

II. SPECIFIC ACCOUNTABILITIES

*Please list the **most important outcomes** of your job in descending order. What is your job accountable for and how do you achieve it?*

Accounting Policy

- Under the guidance of the Director of Financial Services:
 - Develops ministry-wide accounting policies to facilitate the efficient and effective delivery of department business
 - Develops and implements accounting policies to account for the complex capital and deferred maintenance issues of the department
 - Develops departmental policies to account for complex alternative financing arrangements including P3s in line with the government's new fiscal framework
 - Develops the ministry-wide Expenditure Officers Authorities Guidelines to provide direction and guidance for all expenditure officers
- Ensures that Generally Accepted Accounting Principles (GAAP) are adhered to:
 - Uses professional judgment to apply professional accounting standards to develop ministry financial statements
 - Satisfies the Auditor General and the Chief Internal Auditor that recognized professional standards have been applied

Advice, Analysis, Consultation and Training for Ministry Clients

- Conducts periodic needs assessments of client areas to determine what financial needs exist within line areas

- Provides financial analysis of complex financial activities such as alternative financing proposals, including P3s
- Provides analysis of financial activities to make recommendations to line areas for areas of improvement
- Consults with line areas to solve financial issues impacting delivery of line areas programs by assessing risks, providing alternatives and finding a business solution that meets line area needs within the parameters of prudent business and government policies and practices
- Provides training on financial policies and procedures to assist line areas in carrying out their financial responsibilities

Internal Controls

The incumbent interprets legislative and regulatory requirements, determines what the Ministry must do to comply with the requirements, develops processes to ensure that proper internal controls exist, business needs are met, and conducts appropriate reviews to ensure that the processes are being followed and improvements made where appropriate.

- Reviews government-wide internal control requirements and designs and implements departmental policy and processes to meet departmental business requirements
- Implements internal controls to safeguard the assets of the Ministry
- Monitors the effectiveness of internal controls through quality assurance reviews
- Ensures that process reviews are completed to ensure that financial processes are efficient and cost effective while maintaining proper internal controls

Audit

- Leads the annual ministry-wide financial and value-added audits
- Primary liaison with the Office of the Auditor General (OAG) in providing information and working papers to support Ministry Financial Statements
- Works with line areas to develop action plans to resolve audit issues
- Primary liaison with government Central Audit Office (CIA) in conducting ministry reviews and implementing process improvements

Ministry Financial Statements

- Oversees the development of Quarterly and Annual Ministry Financial Statements, including provision of training to staff in development of financial statements

- Oversees the compiling of working papers and schedules to support financial statements including provision of training to staff in compilation of appropriate working papers and schedules
- Oversees a variety of variance analysis activities to ensure the veracity of financial information
- Deals with Office of the Auditor General on all routine financial statement presentation and accounting issues

Financial Operations

- Provides financial advice and guidance to all levels of line management throughout the Ministry, assisting them to resolve complex management issues and ensuring that they comply with Central Agency and internal financial policy directives.
- Develops and conducts training and awareness activities for all expenditure officers, procurement cardholders, management and staff in all matter relating to their responsibilities for expending budgeted funds.
- Responsible for ensuring that accounting services relating to accounts payable, accounts receivable and general ledger maintenance provided under the Restructuring and Government Efficiency (RGE) operating agreement meet pre-determined service levels to meet business requirements of managers and staff across the department.
- Plans and develops the RGE Service level requirements for departmental client and vendor payments and the maintenance and support of systems that interface with the Ministry's financial processing systems.
- Manages, analyzes, forecasts, records and ensures the collection of revenues due to the Ministry.
- Manages the contract management processes ensuring that contracts are prepared in accordance with GoA guidelines, policies and procedures and monitors the payment of all contracts to ensure performance standards and measures are met.
- Ensures that adequate processes, procedures, and internal controls exist regarding the issuance of procurement cards. Monitors the day-to-day activities of RGE to ensure the above controls are being followed.
- Keeps abreast of changes in the financial management issues facing the Ministry.

RGE Customer Service Agreement

- Serves as the "One-Window" access point in the Branch for all line areas to discuss and resolve all issues related to the service provided to the Ministry by the Restructuring and Government Efficiency (RGE).

- Establishes and maintains a cost tracking system to ensure that all RGE costs can be allocated appropriately across the Ministry.
- Responsible to resolve all billing issues, continual process improvement initiatives and reconciliation of RGE charges vis-à-vis services actually delivered.

Unit Management

- Manages 10 staff, including seven professionals (junior and senior accountants) and three administrative staff
- As a manager, this position is responsible for a full range of human resource management functions including:
 - Developing strategies to meet business plan goals and establishing work priorities and assigning resources
 - Hiring and dismissal
 - Establishing goals and expectations through performance contracts
 - Evaluating performance against established expectations
 - Developing learning plans for all staff
 - Delivering disciplinary action as required
 - Supervising subordinate staff

III. OVERALL KNOWLEDGE AND SKILLS

- Client focus and results oriented
- Good leadership skills
- Ability to work collaboratively to meet client needs
- Ability to gain an in-depth understanding of client business and needs
- Sound knowledge of Public Sector accounting policies and procedures
- Sound knowledge of Risk Management and Internal Control concepts
- Clear understanding of the relationship between the role of the Office of the Chief Internal Auditor (CIA) and the Office of the Auditor General (OAG)
- Familiar with complex integrated financial systems
- Strong organizational and supervisory skills
- Strong project management skills
- Big picture awareness
- Excellent communications skills – both written and verbal
- Ability to develop trust and respect in order to be able to influence others

IV. SPECIFIC KNOWLEDGE AND SKILLS

Knowledge Required

- A sound knowledge of government specific accounting policies and procedures, including the government's financial policies, systems and controls relating to financial management and reporting.
- Full understanding of how government policies, processes and financial management requirements were developed.
- Must understand why government processes and standards have been created.
- Must have full understanding of future directions being taken and the potential impact on the department.
- Knowledge of the requirements of the Government of Alberta's (GOA) *Financial Administration Act*, *Fiscal Responsibility Act*, *Government Accountability Act*, the Accounting and Financial Control Manual, other applicable acts, legislation and policies (i.e., Treasury Board Directives; Treasury Board Minutes).
- Knowledge of Generally Accepted Accounting Principles (GAAP), the Canadian Institute of Chartered Accountants (CICA) Handbook, the Public Sector Accounting Board (PSAB) issues and recommendations related to reporting and disclosure requirements.
- Clear understanding of the relationship between the role of the Corporate Chief Internal Auditor and the OAG.
- Solid understanding of the functionalities of complex integrated financial systems used in the GOA.
- Strong project management skills.
- Solid understanding of the principles of risk management and internal control.
- Solid understanding of the principles of process review and continuous improvement.
- Knowledge of the Ministry's mandate and business plan.
- Knowledge of the principles and practices for prudent contract management
- Knowledge of government protocol and process.
- Familiarity with the various departmental systems, such as CMS, CPMS and CSAM, TRAVIS and a very good understanding of IMAGIS financials, and how these systems interface with each other.
- Full understanding of the use of IMAGIS reporting tools to create financial statements.
- Sound understanding of Human Resource policies and practices.

Skills and Abilities Required

- The ability to build strong business relationships with clients.
- Strong consultative and interpersonal skills.
- The ability to influence others.
- Ability to consult with senior management and expenditure officers to resolve questions and provide guidance, alternatives and recommendations to meet line area business needs.

- Ability to consult and negotiate with cross-government representatives on various committees to ensure that Alberta Transportation's best interests and unique needs are met.
- Advanced problem-solving, negotiation and conflict resolution skills would be a definite asset, particularly in terms of the responsibility to act as the "One-Window" for the RGE Customer Service Agreement.
- Excellent verbal and written communication skills, including presentation skills, particularly in preparing and presenting formal reports and financial analysis.
- Excellent negotiation skills to work with senior managers to arrive at solutions that meet program needs within the spirit and intent of legislative parameters while maintaining high standards of business practice
- Organizational and analytical skills.
- The ability to lead a cohesive, efficient and productive team.
- Strong resource management skills, including the ability to utilize resources (including human) to their greatest potential and to fulfil the objectives of the department.
- Good strategic thinking skills, including the ability to think beyond the immediate or short term and to be able to take a broader view of what we want to accomplish and what we need to do to achieve those goals.
- Ability to have "big picture" focus and be cognizant of value-added activities.

Education/Training Required

- Business Degree or Accounting Designation required, including Chartered Accountant (CA), Certified Management Accountant (CMA), or Certified General Accountant (CGA).

Work Experience Required

- Extensive experience working at a supervisory level in a large, complex financial environment is required.
- Proven success in a customer focused work environment where building relationships with and meeting client business needs is a priority. In addition, the incumbent would have progressively higher responsibility in conducting process reviews and recommending financial policies and procedures to clients. Experience in dealing with and resolving audit, financial statement preparation, internal control, risk management and contract management issues is required.