



Northwest Territories

RECEIVED

APR 04 2005

LIBRARY, POL. AFFAIRS AND
COMMUNITIES
FINANCIAL MANAGEMENT
BOARD SECRETARIAT

IDENTIFICATION

Position Number	Position Title	
21-10712	Senior Financial Advisor	
Department	Division/Region	Location
Municipal and Community Affairs	Community Operations	Yellowknife

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and why – overall expected end result)

The Senior Financial Advisor assists Community Governments improve financial management and reporting to ensure that community governments adhere to accepted financial reporting standards. Effective financial management practices and a good fiscal planning process are the foundations for Community Government's efforts to deliver services efficiently and effectively, while ensuring public accountability.

The Department's role regarding community government performance is two-fold. First, the Minister has a statutory obligation to monitor and report on the performance of community governments. Secondly, the Department has a role to support community governments in developing their own capacity to monitor and report on their performance, develop good financial practices and become more self-reliant.

SCOPE

(Describe in what way the position contributes to and impacts on the organization. This includes but is not limited to reporting relationships, contacts, budget, etc. For management positions, indicate the subordinate position(s) through which work is accomplished)

Located in Yellowknife and reporting to the Manager, Community Financial Services, the Senior Financial Advisor is the department specialist in monitoring, evaluation and analysis of Community Governments financial situations. This includes the provision of financial advice, debt management services, and strategic fiscal planning services to Community Governments to maintain or improve financial viability, structure and management, and administrative practices of community governments. This position impacts on the quality of financial reporting activities performed by community governments.

The Advisor works with colleagues within and outside the Department. The provision of support is conducted through telephone conversation, electronic communication, meetings and entails travel to communities. The position is frequently required to coordinate and/or collaborate on intra-departmental and inter-departmental projects and initiatives.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Use main activities to strengthen and help explain the responsibilities – Responsibilities are not a list of duties)

1. Develop financial reporting requirements for Community Governments (including standardized financial audit report guidelines, expenditure management reporting, etc.).
 - Advise on changes to accounting procedures related to the public sector, bands and municipalities;
 - Guide regional staff in the review, revision and development of accounting systems,
 - Ensure financial reporting and processes are in compliance Public Sector Accounting Board standards, GNWT policies and other Generally Accepted Accounting Principles (GAAP);
 - Develop Monitoring systems to monitor Community Governments financial status;
 - Monitor the financial status of the communities. Alert Senior Management of potential problems and prepare recommended solutions for Senior Management, providing alternatives and options for dealing with financial problems (based on analysis and evaluation);
 - Monitor sources of revenue and expenditures in order to provide guidance and advice concerning financial management.
2. Analyze and evaluate complicated requests and develop recommendations to Senior Management for such things as: debt relief plans, requests for ratepayer exemptions by-laws for borrowing, write-off of debts, debenture requests, investment planning, debt management planning, etc. in order to determine the impact on the financial viability of Community Governments.
 - Perform cost-benefit analysis of programs and spending to determine if financial activities (i.e. Water and Sewer) are meeting set targets and to determine the costs of both dealing with and ignoring emerging issues and challenges to communities;
 - Analyze emerging trends affecting communities to determine if there are more economical and efficient methods of delivering programs and services;
 - Develop evaluation methodologies, criteria and processes for financial management reviews;
 - Collaborate with Regional staff and community representatives to identify appropriate and measurable indicators, outcomes and measures to evaluate communities from a financial perspective;
 - Ensure that financial management activities comply with debt relief plans;
 - Provide direction and guidance and act as a specialist resource to regional staff;
 - In collaboration with Regional staff, interpret and analyze community statistical information in the context of financial data;
 - Explain the findings of research within the Department, to the communities and other stakeholders and ensure that client groups understand and are satisfied with the information and analysis provided;

3. Work with Regional staff to provide advice and guidance to community government staff in matters related to financial and statistical information to ensure activities are within set legislation, policies and guidelines.
 - Recommend solutions for emerging issues and challenges;
 - Consult with other jurisdictions to identify and compare emerging trends;
 - Coordinate the distribution of financial reports and the monitoring/tracking of funding target revisions;
 - With Regional staff, provide community government staff with training in financial operations and reporting;
 - Prepare reports and make recommendations concerning trends and potential solutions;
 - Make recommendations on long range financial strategic planning;
 - Develop standards for computerized financial information systems;
 - Coordinate the development of financial reporting manuals and procedures;

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance)

- Knowledge of financial accounting and management skills;
- Knowledge of GAAP is required and with CICA (PSAB) guidelines is an asset.
- Experience in the application of accounting theories and principles in order to recognize when complex and varied financial transaction require further investigation to ensure compliance with GNWT financial Acts, Regulations, policies of other Territorial or Federal legislation.
- Specialized knowledge of financial theories, principles and processes - particularly in relation to funding and expenditures analysis;
- Specialized knowledge of trend analysis;
- Knowledge of databases, spreadsheet, electronic mail, word-processing software and Internet search methods;
- Ability to learn new skills and methodologies in a rapidly changing environment;
- Ability to communicate verbally and in written form about complex financial and strategic concepts;
- Ability to communicate effectively with clients in order to gain their compliance with required financial procedures and to minimize conflict.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

(Identify the way that employees of the GNWT typically attain the above-mentioned KSAs. In addition, any statutory requirements should be identified here.)

The knowledge, skills and abilities described above are generally acquired through the final stages (4th or 5th level) of an accounting designation along with 3 or more years of related experience.

WORKING CONDITIONS

Working Conditions identify the ***unusual and unavoidable***, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, sensory demands and mental demands.

Physical Demands

(Indicate the nature of unusual and unavoidable physical effort leading to physical fatigue)

Normal office environment

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed)

Normal office environment

Sensory Demands

(Indicate the nature of unusual and unavoidable demands on the incumbent's senses in order to make judgments through touch, smell, sight and hearing and judge speed and accuracy)

Normal office environment

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue)

There is considerable travel to northern communities, approximately 20% of the year.

Mental demands are considerable with public and political pressure on the incumbent being the most common. Additionally, the position is required to mediate and arbitrate many situations requiring extreme concentration that result in mental pressures.