



IDENTIFICATION

Department	Position Title	
Finance	Financial and Asset Management Officer	
Position Number	Community	Division/Region
15-11469	Yellowknife	Technology Service Centre (TSC)

PURPOSE OF THE POSITION

The Financial and Asset Management Officer provides a combination of technical and administrative support related to the procurement, contract management, and financial management associated with Information Technology (IT) products and services (desktop and laptop computers and peripheral devices) within the Technology Services Centre's (TSC) mandate. Services are provided in accordance with a framework of operating procedures and guidelines established within the TSC, and with standards developed by the Office of the Chief Information Officer (OCIO) or by a Government of Northwest Territories (GNWT) Standards Committee.

SCOPE

Located in Yellowknife and reporting to the Client Services Manager, the Financial and Asset Management Officer is responsible for supporting and administering the acquisition, retention and disposal planning functions of the TSC (for all communities and all regions) as well as providing financial and administrative support during the preparation and maintenance of licensing agreements for software and hardware within the GNWT. The Financial and Asset Management Officer plays a pivotal role in ensuring that deadlines are met with respect to the equipment replacement (Evergreening) processes. The Financial and Asset Management Officer also plays a major role in ensuring that the GNWT is complying with its obligations regarding software licensing and copyright law.

The incumbent is often the first point of contact for vendors and service providers either by phone or in person across the Northwest Territories (NWT).



RESPONSIBILITIES

- 1. Facilitates the purchase of software and hardware components required to meet equipment replacement schedules and special purchases.**
 - Provides details to be included in Request For Proposals (RFP) and tenders, to acquire hardware and software according to established schedules.
 - Acquires special hardware and software items on demand.
 - Responds to supplier queries, TSC staff and other agencies about status of tenders, deliveries, installations, inventories, etc.
 - Coordinates availability and delivery of computers for the Evergreening process with other TSC staff.
 - Manages and maintains software licensing agreements.
 - Completes requisitions, verifies requisitions against receipts, initiates corrective action where required and coordinate with Finance to ensure charges are accounted.
 - Monitors invoices for third-party service and hardware/software and ensures that any errors or anomalies are raised with the Client Services Manager or Director of TSC.
- 2. Maintain and track all inventory supported by the TSC:**
 - Maintain and update client data files for hardware and software acquisitions and installations, and ensure equipment has appropriate inventory control tags.
 - Research and provide recommendations on hardware and software purchase options.
 - Coordinate with department clients to identify potential equipment cascade opportunities, ensure cascades complete and modify inventory tag records.
 - Manage the surplus process for desktop and laptop computers and peripheral equipment, including the preparation of reports for surplus equipment.
- 3. Create and maintain Charge-back reporting system and process requisitions.**
 - Track purchases and other expenditures to facilitate recovery of expenses from Departments.
 - Provide input to the monthly charge-back report for each department.
 - Respond to charge-back questions from departments or raise them with the Manager of Service Delivery.
 - Work with Finance to resolve any inter-departmental fund transfer questions.
 - Gather statistical data on Service Desk, Desktop & Local Area Network (LAN) Support, and Server Support operations, and prepare standard reports.
 - Gather statistical data as required to produce special on-request reports.
- 4. Participate in Information Technology Infrastructure Library (ITIL) processes being used throughout the TSC, and ensure that representatives of assigned departments,**



boards, and agencies understand the information or requirements related to these processes.

- Provide input to specific ITIL processes, for example Capacity Management.
- Configuration Management, and Financial Management.
- Have a comprehensive understanding of other ITIL processes, and use information derived from the implementation of those processes.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of personal computers and operating systems, to the extent that the incumbent understands the various hardware and software components, and software licensing.
- Knowledge of tendering, contracting and financial administration to arrange for and facilitate the purchase of goods and services based on standard purchasing guidelines and procedures.
- Proficient operation of spreadsheet, word processing and computer procurement systems.
- Knowledge and skills to navigate basic accounting and record keeping systems and procedures to process payments and prepare general financial statements with respect to purchasing functions.
- Ability to receive data from various sources, organize and produce reports as required.
- Ability to follow through on client inquiries and requests and keep the client up to date about progress of service.
- Ability to meet deadlines with little to no supervision.
- Ability to persist (i.e. take two or more steps to overcome obstacles or rejection) and not give up easily when things do not go smoothly.
- Ability to work to meet standards set by management (i.e. meets targets and deadlines).



- Ability to double-check the accuracy of information and individual work (i.e. ensures the accuracy of figures and other data).
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Certificate in IT support with 1 year of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

No criminal records check required.
 Position of Trust – criminal records check required.
 Highly sensitive position – requires verification of identity and a criminal records check.

French language (check one if applicable)

French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
 French preferred

Indigenous language: Select language

Required
 Preferred