



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Director, Finance and Administration	
Position Number	Community	Division/Region
21-17716	Yellowknife	Finance and Administration / HQ

PURPOSE OF THE POSITION

The Director, Finance and Administration is responsible and accountable for providing leadership on financial and corporate services including budget planning, capital planning, third party agreements, financial management and control, contract administration, risk management, administration of the Western Canada Lottery Program (WCLP), and compliance with and implementation of the *Access to Information and Protection of Privacy Act* (ATIPPA) and the Government of the Northwest Territories' (GNWT) Privacy Framework within the Department of Municipal and Community Affairs (MACA). This work is done within the context of GNWT legislation, regulations and policies and the political, social, and economic context of the NWT in a manner that directly affects the achievement of the mandate and priorities of the Department.

SCOPE

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics, and close proximity to an active political environment.

Located in Yellowknife and reporting to the Deputy Minister of MACA, the Director, Finance and Administration is the Department's Chief Financial Officer (CFO) and is responsible for



coordinating, implementing, and monitoring financial policies and procedures to provide effective control and reporting of financial information.

The Director is accountable for leading and managing the coordination and consolidation of financial advice and support used by the Deputy Minister and the Minister. The Director is accountable for controlling the standard of financial advice and support for the Department and controlling the standard of submissions to the Financial Management Board (FMB) and financial sections of Executive Council submissions.

The Director is a member of the Department's Executive Committee and Senior Management Committee and is responsible for the provision of strategic leadership on financial and broader corporate and operational matters, including financial policy and management advice to senior management. The outcome is sound financial management and strategic use of resources that support achievement of departmental and broader GNWT goals.

The position has a functional responsibility to the Comptroller General to process financial documents in accordance with Generally Acceptable Accounting Principles (GAAP), the *Financial Administration Act (FAA)*, the Financial Administration Manual, and other policies, procedures, and related legislative statutes.

The Director is accountable for departmental financial planning and the coordinated development of the Department's Main Estimates, financial submissions to decision makers, and supporting human resource planning and reporting, as needed.

As the statutorily appointed Lottery Manager, the position is accountable for the successful delivery of the WCLP pursuant to the *Western Canada Lottery Act (WCLA)* and Regulations and sits as a Director of the Northwest Territories Lottery Commission, working with the Western Canada Lottery Corporation (WCLC). The incumbent is also responsible for the provision of services under and ensuring compliance with an intergovernmental agreement with Nunavut on the delivery of the WCLP on behalf of Nunavut.

The Director is responsible for the records management function of the Department, acts as the Department's ATIPP Coordinator and designated Privacy Officer, and is responsible for ensuring compliance with ATIPP and GNWT privacy policies. As such, the Director must be familiar with the requirements set out under ATIPP, to ensure requests are responded to in an appropriate manner. The Director is responsible for making decisions and recommendations to the Department respecting access and privacy consistent with legislation, which may require significant review and analysis to assess the impacts on third parties and government interests in accordance with ATIPP.

There is a need to work collaboratively with other GNWT departments and other jurisdictions with shared interests. To complete these responsibilities, the Director must be able to analyze,



evaluate and interpret a wide range of information, assess legal, political, and financial risks, and apply strategic thinking in advancing departmental initiatives.

The Director must demonstrate a high level of management competency to ensure qualified staff are recruited and retained. The Director must create a positive work environment where staff are motivated to provide high quality programs and services. The Director is responsible for the Division's organizational design and allocation of resources, as well as prudent management of the Divisional budget. The Director is accountable for annual Western Canada Lottery sales of roughly \$22 million. The incumbent also plays a direct prime role in the management of the Department's \$135 million Operations and Maintenance budget and \$55 million Capital budget.

DIMENSIONS

- Reporting Positions (3 direct, and 6 indirect)
- Compensation & Benefits (\$1.005 Million)
- Operations & Maintenance (\$1.437 Million)
- Grants & Contributions (\$5.2 Million)

RESPONSIBILITIES

1. Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practices and ensures that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Leads and coordinates the development of, and reporting on, the Department's Main Estimate activities.
3. Coordinates all financial submissions to the Financial Management Board and is the senior manager responsible for liaising with the Management Board Secretariat on financial and budget issues.
4. Oversees the development of a financial management and control framework for the Department, acts as the CFO, and is responsible for all financial affairs of the Department, including financial performance monitoring and reporting, and variance reporting.
5. Leads in development of the Department's fiscal year-end financial reporting requirements and subsequent submission to the Department of Finance used in preparation of the GNWT's consolidated financial statements contained in the GNWT's Public Accounts.



6. Plans, organizes, directs, and coordinates the Department's expenditure, revenue, capital, budgeting and business analysis and reporting functions; leads the development of financial projections and trend analysis, and provides strategic analysis and recommendation to ensure the Department achieves its financial goals and objectives and complies with fiscal policies and procedures.
7. Oversees the management and implementation of the Western Canada Lottery Program in the Northwest Territories and Nunavut to assist in the development of revenues to support programs and services in sport, recreation and physical activity.
8. Leads and coordinates records management for the Department.
9. Acts as the Department's ATIPP Coordinator and designated Privacy Officer, directs and approves all ATIPP activities within the Department, oversees privacy breach investigations as required, and ensures that responsibilities under the Act are discharged in an appropriate manner and appropriate advice is provided to departmental staff and senior management regarding ATIPP and privacy issues.
10. Leads and coordinates the departmental human resource management plan and acts as the Department's liaison to Human Resources.
11. Acts for the Deputy Minister and exercises signing authority in their absence.
12. Plans and directs the work of the Division to ensure that approved objectives and budgets are met in an effective manner consistent with the operational policies and procedures of the Department and GNWT.
13. Participates constructively in the senior management team of the Department and contributes to the senior leadership of the Department.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.



Mental Demands

The position must effectively manage changing priorities, conflicting demands, and short deadlines in a highly politicized environment. Occasional travel is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting procedures, generally acceptable accounting principles (GAAP) theories and practices. The ability to interpret and implement Canadian Institute of Chartered Accountant (CICA) guidelines.
- Knowledge of economic theory, principles, development, analysis, and evaluation.
- Knowledge of budget development, government budgeting processes, financial analysis and reporting, including the ability to prepare financial reports and statements.
- Knowledge of financial planning techniques and tools such as budget forecasting and variance reporting.
- Knowledge of the GNWT's structure and operations, priorities, business strategies, departmental mandates, and organizational design.
- Knowledge of the history, cultures, publicly expressed political and economic aspirations of Indigenous people and other Northerners.
- Knowledge of effective leadership, facilitation, consensus building and management practices.
- Knowledge of key partners and stakeholders including Indigenous governments, municipal governments, and federal departments, their interests and mandates.
- Knowledge of human resource management techniques such as performance evaluating, succession planning, team and individual motivation and progressive discipline techniques.
- Knowledge of and the ability to apply best practices in financial and human resources management.
- Knowledge of MS Office operating systems and software (e.g. Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate use of the internet.
- Project management skills.
- Organizational skills and the ability to work to deadlines,.
- Problem solving and planning skills, including analytical and interpretive skills.
- Interpersonal and communications skills, both written and verbal, including the ability to break down complex/technical issues and be strategic and diplomatic in communications approaches.
- Professional networking skills and skills in creating and maintaining relationships, including the ability to engage in effective negotiations and resolve conflicts.
- Strategic-thinking and judgment skills, as well as the ability to research, analyze and synthesize multiple concepts and priorities.
- Ability to take initiative and make decisions.
- Ability to interpret and provide advice regarding privacy legislation and best practices.



- Ability to think strategically, critically evaluate complex issues, problem solve and use good judgement as well as analyze, interpret and synthesize large amounts of information.
- Ability to implement management practices and attain collaborative outcomes in a changing environment, in complex multi-stakeholder environments.
- Ability to exercise discretion and diplomacy in dealing with divergent views and personalities and sensitive information and materials.
- Ability to assess implications of decisions for the larger organization and to effectively interpret and convey this information to senior decision-makers.
- Ability to represent the organization and its positions accurately and professionally, while developing and maintaining effective relationships with key partners and stakeholders.
- Ability to prioritize and meet constantly changing deadlines.
- Ability to understand and be responsive to colleagues' needs, and work with people in an effective, tactful manner.
- Ability to effectively lead, manage, supervise, mentor and motivate a diverse range of professionals.
- Ability to work effectively within larger senior management teams and with team members from a variety of backgrounds and cultures.
- Knowledge of the impacts of colonization and institutional and structural racism and biases on society, in particular Indigenous people who make up more than half the NWT population.
- 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:

A Bachelor's degree in commerce, business administration, economics, or a related field, with a formal accounting designation, and seven (7) years of relevant experience that includes three (3) years experience managing people and resources.

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