



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Director, Finance	
Position Number	Community	Division/Region
23-15633	Yellowknife	Finance/HQ

PURPOSE OF THE POSITION

The Director of Finance (Director) is responsible for providing overall leadership and strategic advice on all financial matters, including financial policy and management advice to senior management. The Director also oversees the central coordination of human resources for the Division as well as operational and procurement services and support to the Department. The Director is also responsible for all capital and federal agreement planning for the Department.

These responsibilities are carried out in accordance with the Government of the Northwest Territories (GNWT) acts, regulations, policies and departmental procedures and professional standards as established by the Public Sector Accounting Board (PSAB).

The position is the most senior Financial position in the Department and provides expert strategic advice and recommendations to the Inuvialuit Water Board, Surface Rights Board, the Deputy Minister, Assistant Deputy Ministers and other Senior Management on financial matters. The incumbent provides direct support to the Minister and Deputy Minister in appearances before legislative committees and in discussions with the Office of the Auditor General.

The position is actively involved in, and part of, the senior management decision making processes and provides arm's length oversight of the Inuvialuit Water Board and NWT Surface Rights Board.

SCOPE

The Director of Finance is located in Yellowknife and reports to the Deputy Minister (DM).

The Department of Environment and Climate Change (ECC) is mandated to manage land, water, air, wildlife, and forests and lead and coordinate the Government of the Northwest Territories in understanding and adapting to a changing climate. This includes promoting, planning, and



supporting the wise and sustainable use of natural resources, and protecting, restoring, and stewarding the environment for the social and economic benefit of all Northwest Territories residents, while maintaining ecosystem health.

To achieve this mandate, ECC promotes sustainable development of renewable resources in a diverse environment, and the sustainable use and conscientious protection of NWT land, air, water, wildlife, forests and natural resources, as they are integral to the economic, cultural and social fabric of life in the NWT. ECC is committed to ensuring an inheritance of a healthy environment for future generations and works to balance traditional lifestyles with a modern economy.

The Director has a vital role in ensuring that the Department can meet its mandate. The Director, as a member of the senior management committee, has direct involvement in corporate planning and coordination of strategic management activities. The incumbent must ensure appropriate financial and staffing resources are available to meet the needs of the departmental programs and services. Therefore, the incumbent must have a complete understanding of all departmental programs.

This position is directly accountable for the work of divisional staff, and functionally related to other ECC finance staff, and a total department budget of \$134 million in expenditures, \$25 million in capital projects, and \$25 million of revenue. The Department also has five regional offices, and this position is also responsible for providing financial oversight and advice to the regions.

The Director is responsible for providing direction and oversight in the coordination, implementation, and monitoring of financial policies and procedures to promote effective and efficient financial administration and reporting; providing effective control and reporting of departmental financial information; overseeing a full range of accounting and financial services for all departmental programs; and administering all relevant financial agreements.

This position ensures integrity of the Department's financial information and is also responsible and accountable for the preparation of Departmental financial information that is part of the GNWT Public Accounts and other external financial reporting.

The Director is also responsible for managing the collection of revenues from land sales, leases and other disposition, collection of application and renewal fees, collection of fines for infractions, collecting and administering securities on behalf of the GNWT and the Land and Water Boards, and accessing securities when required.

The position has a functional relationship to the:

- Comptroller General- to process financial documents in accordance with Generally Acceptable Accounting Principles, the *Financial Administration Act* (FAA), the Financial Administration Manual policies, procedures and related legislative statutes;



- Executive Director, Financial and Employee Shared Services- to ensure the efficient and effective processing of financial documents in accordance with prescribed policies, procedures and legislation; and
- Financial Management Board- to coordinate and prepare the Department's input for the operating and capital budgetary processes, business planning process, supplementary funding processes and variance reporting to the Financial Management Board. The position is responsible to appear with the Minister and Deputy Minister before Committees of the Legislative Assembly, including Committee of the Whole to defend budgetary documents.

There is considerable contact with other governments and outside agencies. The Director is responsible for interpreting a wide range of program legislation and policies on a daily basis in order to determine the financial impact for the Department. The Director's decisions have immediate and overarching implications for community governments, aboriginal organizations, private industry, other departments and agencies of the GNWT, and the public in general.

The Department has several Federal/Territorial agreements. The incumbent negotiates and administers the terms of the agreements. The agreements require complex claims to be submitted annually to recover costs. The function must be executed properly in order to recover substantial sums of money for the GNWT.

The Department administers several complex Acts, which the Director must be able to interpret, as there are several obligations of a financial nature within the legislation.

The Director coordinates the preparation of support materials for the Minister such as briefing notes during sessions of the Assembly and briefing materials specific to a policy or legislative proposal. This requires coordination of input from other senior management responsible for objectives and projected outcomes. The Director is also responsible for Transition planning.

As a member of the Department's Executive Committee as well as a member of the Senior Management Team, the position is involved in Business and Strategic Planning for the Department, which includes leading and contributing to decision making; risk identification; and identifying, reviewing and formulating plans, strategies, policies, frameworks, objectives, standards and processes governing the programs falling within the Department's mandate.

The Director's leadership and management responsibilities demand a progressive and creative leadership approach, including the clear articulation and reiteration of the Department's plans, priorities and projected results and what is expected of managers and staff in achieving those results.

To support the Department, the division has three areas- financial operations, financial planning, and capital planning and federal reporting. The Director is expected to manage the resources of



the Division with economy, probity, and prudence, consistent with departmental and government objectives; and provides exemplary leadership in demonstrating the corporate values and ethics of the GNWT.

DIMENSIONS

- Reporting Positions: 5 direct (4 managers, 1 administrative assistant); and 8 indirect
- Functional relationships that report elsewhere: 16 regionally, 3 in other divisions
- Compensation & Benefits (Fin HQ) \$ 3 M
- Operations & Maintenance (Fin HQ) \$ 5 M
- Compensation & Benefits (ECC) \$ 69 M
- Operations & Maintenance (ECC) \$ 134 M
- Grants & Contributions (ECC) \$ 12 M
- Capital (ECC) \$ 25 M
- Revenue (ECC) \$ 25 M
- Amortization (ECC) \$ 5 M

RESPONSIBILITIES

1. Leads the development and management of all Department specific financial management initiatives, including Financial Management Board (FMB) submissions ensuring consistency with the policy, priorities, mandate and goals of the GNWT. This includes leading the development of interdepartmental/government protocols and agreements and the development and maintenance of Departmental financial related policy and procedure manuals.
2. Ensures the timely and comprehensive follow-up to FMB direction on all matters related to the Department including collaborating with the FMB on all submissions.
3. Plans and directs the annual financial planning activities for the Department in accordance with FMB instructions and participates in Departmental Business Planning as it relates to the financial implications for the Department.
4. Leads the development and implementation, evaluation and revision of the Department's ongoing infrastructure plan required for capital planning and business planning to ensure adequate, appropriate and sustainable infrastructure is available in the NWT.
5. Provides sound, strategic, and timely financial and administrative advice and direction to the Minister, Deputy Minister, five Assistant Deputy Ministers and other senior management in accordance with Government legislation policy, directives, established procedures and best practices so they can make informed decisions.
6. Supports the Minister and Deputy Minister in defending Business Plan and Main Estimates and appears as a witness before Standing Committees and Committee of the Whole in the



Legislative Assembly.

7. Ensures the integrity and security of all Departmental systems (Land Tenure Operating System, Fur Harvest System, SAPS) that track and record expenditures or revenues to ensure that the financial information contained in those system is accurately reflected in SAM.
8. 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.
9. Monitors the collection, control and accounting of revenue and other receipts for the Department to ensure appropriate safeguarding of GNWT assets.
10. Ensures the accounts of the Department are maintained and reflect the activities and financial position of the Department in accordance with Generally Accepted Accounting Principles (GAAP) for the Public Sector as prescribed by the Public Sector Accounting Board (PSAB), the *Financial Administration Act* (FAA) and its regulations, the Financial Administration Manual policies procedures and related legislated statutes.
11. Oversees all aspects of financial reporting for the Department including financial forecasting, variance reporting, public accounts, etc. and is responsible for the accuracy and integrity of financial information provided by other Senior Managers.
12. Ensures overall expenditure management for the Department including monitoring commitments, expenditures, revenue, accounts receivable and appropriations is conducted appropriately and assists Senior Managers in performing their responsibilities.
13. Participates constructively in the senior management team of the Department and for contributes to the senior leadership of the Department.
14. Leads the Department wide contractual negotiations process and third-party funding initiatives by guiding negotiations, monitoring expenditures, and directing the reporting on agreements with federal and other third-party funders.
15. Maintains functional responsibility to the Comptroller General to perform Departmental controllership; the Executive Director of Financial and Employee Shared Services to ensure efficient and effective financial processing; and the Financial Management Board to coordinate and prepare the Department's input for the operating and capital budgetary processes, business planning process, supplementary funding processes and variance reporting.



16. Oversees the development and maintenance of the Departments risk management framework and collaborates with central agencies and the maintenance of the GNWT wide risk management framework.
17. Oversees the central coordination of human resources, operational and procurement services for the Department.
18. Oversees the coordination, and where appropriate, leads cross-functional departmental and inter-departmental activities.
19. Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

There are considerable demands placed upon the incumbent by internal and external stakeholders to quickly develop solutions and achieve results. The incumbent must manage very tight deadlines, competing priorities and complex issues.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP) theories and practices.
- Ability to interpret and implement Chartered Professional Accountants of Canada (CPA Canada) guidelines and evaluate complicated policies and proposals.
- Knowledge of financial planning, government budget development and accounting processes, financial analysis and reporting standards including the ability to prepare financial reports and statements, and related legislation.
- Knowledge of contract management for administration of contracts, audit processes to assist in audits.



- Knowledge of and ability to interpret and apply departmental acts, agreements, frameworks, strategies, and policies impacting department finances.
- Computer skills in a networked Windows operating environment, including the use of spreadsheets, word processing, databases, and accounting systems.
- Critical and analytical thinking, including ability to distil strategy and translate strategic goals into change management initiatives.
- Verbal and written communication and presentation skills and ability to effectively communicate strategic financial information to senior management and to establish corrective plans and procedures.
- Ability to act independently and anticipate issues and requirements to provide information at short notice, advice and interpretation to lawyers, consultants, other government departments and Senior Management.
- Ability to foster and manage a cooperative and diverse work environment and work effectively with others.
- Ability to plan, organize, direct, and evaluate the work of employees including own time and stress management.
- Ability to establish and maintain effective working relationships with other Department heads, government officials, officials from outside agencies, and the ECC senior management team and to understand the complex interplay of political, social, and economic forces at work in the NWT.
- Ability to manage several diverse budgets.
- 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:

This level of knowledge, skill and ability is typically attained through the completion of a university degree in accounting, finance, or business administration supplemented by the completion of a Canadian Professional Accounting designation (CPA) and eight (8) years of directly related work experience, including three (3) years 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