



## **IDENTIFICATION**

Department	Position Title	
Northwest Territories Health and Social Services Authority	Chief Financial Officer-NTHSSA	
Position Number	Community	Division/Region
48-15195	Yellowknife	Headquarters

## **PURPOSE OF THE POSITION**

The Chief Financial Officer (CFO) for the Northwest Territories (NT) Health and Social Services Authority (NTHSSA)/(Authority) is the senior executive position responsible for overall fiscal planning and strategic direction, as well as senior financial stewardship, comptrollership and management of NTHSSA's financial resources, accounting and reporting. The CFO is a member of the NTHSSA Executive Team, and the financial advisor to the NTHSSA Leadership Council (Council) and an ex-officio member of the Finance Committee.

The CFO works collaboratively with members of the NTHSSA Executive Team to implement an interdisciplinary culturally sensitive and patient-centered approach to care and ensure that territorial policies, standards, and service quality levels are achieved. The CFO ensures that the limited resources available are spent well to meet NTHSSA's mandate. The CFO oversees the NTHSSA Finance Branch.

As a member of the Executive Team, the CFO is expected to be an effective organizational leader, act as the integrator and navigator for the organization. The CFO is the leader of the finance and accounting functions and expected to balance the responsibilities of stewardship with the delivery of program and services.

## **SCOPE**

NTHSSA is an independent public agency delivering a full range of health and social services programs and services under the jurisdiction of the DHSS to the public. The authority for NTHSSA to exist comes from the *Hospital Insurance and Health and Social Services Administration Act* (HIHSSA). This includes the establishment and appointment of the NTHSSA Leadership Council (Council) to govern the Authority. A Finance Committee exists as a subcommittee of the Council that considers all financial matters before they are presented to the Council.



NTHSSA employees are part of the GNWT employment pool. NTHSSA is the largest employment entity within the GNWT departments, boards and agencies, with a very wide range of classifications of employees including medical specialists, professionals, management, office staff, union employees, 24/7 essential services, part-time, full-time, casual and shift work.

NTHSSA is responsible for the largest budget and operational expenditures of any GNWT department or agency after taking into account contribution funding paid out to government agencies.

As a public agency, the Authority is required to comply with all relevant GNWT legislation, policy frameworks and manuals. Key financial and administration components of this obligation include the NT *FAA* and Regulations and manuals, NT *Public Sector Act* (PSA) and Regulations, Human Resources Manuals, GNWT financial and accounting policies and procedures, and Public Sector Accounting Standards (PSAS) and Generally Accepted Accounting Principles (GAAP). NTHSSA is directly accountable to the Council as well as DHSS, and through DHSS to the NT Financial Management Board (FMB), GNWT Executive Council (Cabinet) and the NT Legislative Assembly.

Programs and services include primary, secondary, and tertiary health and social services covering family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. Along with the many clinics and health care centers operating throughout the NT, there are two hospitals under NTHSSA responsibility: a regional hospital in Inuvik and one in Yellowknife servicing the entire NT. The hospital in Yellowknife is the Stanton Territorial Hospital and provides a full spectrum of acute, outpatient and extended care services. It is the largest branch of NTHSSA and is a key part of the territorial integrated approach to healthcare.

Two jurisdictions: Hay River and Tłı̨chǫ, within the NT deliver local health and social services independent of NTHSSA. This situation adds a layer of complexity as the administration and assurance that local services are provided at NTHSSA standards must be established through a collaborative arrangement documented in a Memorandum of Understanding (MoU) between each jurisdiction and the Authority.

The remainder of the NT is part of NTHSSA and is divided into five regions: Beaufort Delta, Sahtu, Dehcho, Fort Smith and Yellowknife with a Chief Operating Officer heading up each region.

NTHSSA also provides specialized medical services that are not available locally to residents of the Kitikmeot region of Nunavut through a formal agreement with the Government of Nunavut. Hospital and emergency health care services are also made available to non-residents employed and working in the NT in the mining and other business sectors through several third-party formal contracts with employers.



## **ORGANIZATIONAL STRUCTURE**

The Chief Financial Officer is one of the thirteen positions reporting to the Chief Executive Officer. Other positions reporting to the CEO include:

- Chief Operating Officer (Beaufort Delta Region)
- Chief Operating Officer (Sahtu Region)
- Chief Operating Officer (Dehcho Region)
- Chief Operating Officer (Yellowknife Region)
- Chief Operating Officer (Fort Smith Region)
- Chief Operating Officer (Stanton Territorial Hospital)
- Executive Director, Clinical Integration
- Executive Director, Corporate and Support Services
- Executive Director, Child, Family and Community Wellness
- Territorial Medical Director
- Senior Advisor to the Chief Executive Officer

### **Reporting to the Chief Financial Officer are five (5) senior management positions:**

- Director, Fiscal Strategy and Business Improvements
- Director Financial Planning, Operations and Hospital Comptrollership
- Territorial Director Financial Services, Reporting and Treasury
- Territorial Director Supply Chain and Physician Resource Management
- Director, Stanton P3 and Facility Services

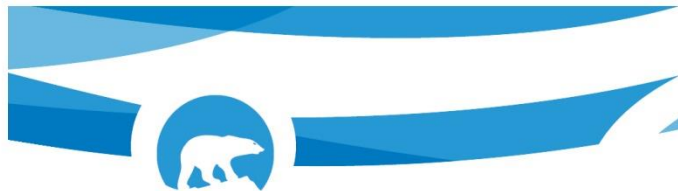
## **DIMENSIONS**

2023-2024 NTHSSA Budget:

- Number of Employees: 1728
  - Budgeted Revenues: \$477.6 million
  - Budgeted Expenses: \$522.6 million
- Capital Investment in STH: \$350M
- P3 Performance Agreement Contract: \$30M
- Direct Reports: 5 Senior Managers
- Total Staff: 102
- Compensation and O&M Budget \$52 million

### **Director Fiscal Strategy and Business Improvements (9 positions)**

The Director, Fiscal Strategy and Business Improvements oversees the overall fiscal framework of the NTHSSA. This includes analysis of fiscal programs, deficit reduction activities, and the continuous improvement of the NTHSSA's organization-wide business processes. The Director



leads and guides the deficit reduction activities, develops recommendations for changes and improvements, and implements finance transformation activities.

The Director initiates the design, implementation and evaluation of strategic financial specific initiatives, policies, and projects; as well as representing the Finance Branch's interest on broader NTHSSA program and services strategic matters. The Director develops strategic solutions to improve the efficiency and effectiveness of business practices and assesses value for money and ways of doing business with respect to operations and/or individual programs and services.

### **Director Financial Planning, Operations and Hospital Comptrollership (14 positions)**

The Director Financial Planning, Operations, and Hospitals Comptrollership leads the budget development, projections, forecasting and financial planning; variance reporting and analysis; payroll management and Comptrollership of Northwest Territories (NWT) hospitals and managing the Chart of Accounts (CoA) for the Northwest Territories and Social Services Authority (NTHSSA)/(Authority).

The Director provides professional and technical direction and advice on financial and accounting operations ensuring appropriate methodologies, analysis and research, and accuracy to allow the programs and services within the Authority's mandate to meet its legal obligations.

### **Territorial Director Financial Services, Reporting and Treasury (38 positions)**

The Director is responsible for a broad range of areas that are key to the effective stewardship of the financial management processes including budgeting for revenue, financial reporting, financial operations and managing the government's cash and Accounts receivable, collections and medical travel. The incumbent also manages the general ledger and controls within Authority SAM system and subsystems. The position enforces the day-to-day legislated responsibilities of the NTHSSA Finance division.

The Director leads the preparation and coordination of annual NTHSSA financial audit performed by the Auditor General of Canada's office (OAG) along with the follow-up of recommendations arising from the annual audit report.

### **Territorial Director Supply Chain and Physician Human Resource Management (36 positions)**

The Director Supply Chain and Physician Affairs oversees and directs the strategic approach to contracting, procurement, warehousing and distribution of goods for NTHSSA across the NWT, including the acquisition and inventory management of medical and general supplies,



pharmaceuticals, and hospital equipment. The Director is also responsible for the administration of a wide range of commercial contracts and agreements for the NTHSSA.

The Director also oversees strategic planning, development, implementation, and oversight of culturally appropriate programs and initiatives required to operationalize workforce planning, recruitment, retention and development of physicians in the Northwest Territories Health and Social Services System. These responsibilities encompass NTHSSA, Hay River Health and Social Services Authority and Tli Cho Service Agency.

### **Director, Stanton P3 and Facility Services (14 positions)**

The Director is accountable for the effective facility operations, maintenance, and equipment support, as well as contract management services (food services, housekeeping, security, medical systems, waste management, landscaping, etc.) including interfacing with internal and external stakeholders, to deliver Outpatient Rehabilitation Services, Primary Care Clinics, and a 90-bed Long Term Care and Extended care program at the redeveloped łwegòatì (Legacy Stanton) Health Care Facility.

The Director provides operations support to the Yellowknife Region operations for all leased buildings, community health centres (Yellowknife, Dettah, Ndilo, Łutselk'e and Fort Resolution), including supporting program systems, equipment, and contract management. The Director is also responsible for the NTHSSA managed Sobering Centre and Warming/Day Shelter facilities used by underhoused population in Yellowknife.

### **RESPONSIBILITIES OF THE CFO:**

The Chief Financial Officer (CFO) is accountable to the CEO for providing the overall strategic direction and leadership in fiscal strategy and planning, comptrollership, payroll management, revenue and collections, supply chain and physician resource management, P3 and facility services for NTHSSA.

The CFO is responsible for overall financial resources of the NTHSSA that allow the delivery of programs and services, including development of comprehensive fiscal policies and strategic plans and reliable budgets, establishment of strong financial controls, ensuring all potential revenues are collected. The CFO is also responsible for implementing comprehensive accounting and monitoring practices. Ensuring accurate and timely reporting is occurring is essential to the ongoing success of NTHSSA.

The CFO is responsible for providing accurate and timely financial reports and information on the NTHSSA's financial position and results of operations. This is in part accomplished through the production of NTHSSA's financial statements, as well as supporting adequate financial information systems so that this information is available across NTHSSA. A public report



including the NTHSSA's audited financial statements is tabled in the NT Legislative Assembly annually.

The CFO leads relationships on financial and capital matters on behalf of NTHSSA with the Government of the Northwest Territories (GNWT) Departments of Health & Social Services (DHSS), Finance (FIN) and Infrastructure (INF); and the federal Office of the Auditor General (OAG). The CFO also negotiates and manages third party financial funding with the Government of Nunavut, two other NT health authorities and companies with non-resident employees operating in the NT. Although retention of Tangible Capital Assets (TCAs) is not accounted for under DHSS, these assets are provided to NTHSSA for their sole use and the Authority could not operate without them. The largest capital asset provided to NTHSSA is the capital lease to operate Stanton Territorial Hospital (STH). Managing of this lease and other TCAs requires extensive collaboration between NTHSSA and DHSS.

The CFO is accountable in perform these roles within the context of ensuring that compliance with the Authority's Purpose, Guiding Principles and Values, DHSS specific legislation, the NT *Financial Administration Act* (FAA) and the NT *Public Services Act* (PAC) as well as financial, employment and administrative components of other relevant territorial and federal legislation, the NT Public Sector Collective Agreements, and other relevant GNWT policies and procedures.

The CFO is responsible for overseeing the Stanton Territorial Hospital built as a Public/Private Partnership (P3) project with a private sector venture capital company referred to as the Project Co. A major component of maintaining the building is therefore the responsibility of the owner in the private sector through a very complex Project Agreement (PA) led by NTHSSA in conjunction with DHSS and INF. The PA also includes services such as laundry, cleaning, security and cafeteria/meal services which are referred to as soft services.

The CFO also oversees the facility operations of the Stanton Legacy Project. A building owned by GNWT but has been leased to the private sector to develop the building and provide support services that are required. Similar to the arrangements with STH, this is all done through complex PAs with the Project Co and support service providers. The CFO also oversee the facility operations and maintenance for the NTHSSA managed Sobering Centre and Warming/Day Shelter facilities used by the underhoused population in Yellowknife.

## **RESPONSIBILITIES**

1. Uphold and consistently practice 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.





2. Responsible and accountable to the CEO for providing the strategic direction with respect to planning, design and implementation of program and services of the Chief Financial Officer Branch to ensure efficient, effective and sustainable use of NTHSSA resources.
3. Responsible for fiscal oversight of the NTHSSA through planning, development, and monitoring of overall budget planning and monitoring, analysis, and evaluation of the Authority's financial operations to ensure appropriate use of public funds in accordance with GNWT acts, regulations, policies and practices.
4. Responsible for critical functions for NTHSSA including budgeting and financial planning, monitoring and forecasting, supply chain, and contract oversight and management, variance reporting.
5. Lead the preparation of timely and accurate financial reports that meet the needs and requirements of the CEO, Leadership Council, Regional Wellness Council, Executive Team, and other stakeholders. The CFO has a fiduciary duty from a reporting standpoint to the Office of the Auditor General of Canada (OAG).
6. Develops and recommends to the Leadership Council, through the CEO, the allocation of financial resources for NTHSSA operations to enable effective and efficient delivery of health and social services across the NWT.
7. Leads in establishing the criteria for monitoring and analyzing of financial trends across the NTHSSA to identify financial opportunities to improve cost effectiveness in the delivery of NTHSSA services. This includes working closely with Chief Operation Officers (COOs) and Executive Directors to anticipate and accommodate any required changes to service delivery standards or levels.
8. Works collaboratively with the NTHSSA Executive Team and the Director of Quality, Safety and Client Experience to identify and manage organizational risks, ensuring that an adequate Enterprise Risk Management Plan exist to support the risk management needs of the organization.
9. Provides oversight on NTHSSA's role in managing P3 project and other assets including: P3 Project Agreement for STH, the Legacy Stanton Project and other projects; vehicle fleet management.
10. Responsible for Treasury functions including accounts receivable and collections, cash management and establishment and monitoring of effective internal controls.



11. Responsible for Supply Chain, Contracts and Agreement functions including negotiating third party comprehensive agreements, purchase agreements with medical specialists and pharmaceutical suppliers.
12. Oversee the approach to physician recruitment, retention and training strategies, credentialing and administration of physician contract.
13. Provides the required leadership that fosters a work environment for high performance and innovation in pursuit of NTHSSA strategic objectives and priorities.
14. Build productive and collaborative teams in order to achieve goals. Upholding and consistently practicing 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.
15. Contributes to the effective leadership of the NTHSSA as a whole through positive collaboration with the CEO, Executive Leadership Team, the TCSA, the HRHSSA as well as DHSS leaders and other external stakeholders.
16. Establish conditions that support a healthy workplace, optimal performance and development of staff through performance management, human resource planning creation of positive learning environment.
17. As a member of the Cross System Leadership Committee comprised of Executive Directors from NTHSSA, ADMs from DHSS and Senior Managers representing the TCSA and HRHSSA, the CFO contributes to the HSS system wide operational decisions and recommendations to the DM and CEO table to support the implementation and monitoring of collaborative initiatives.
18. Provide quality advice, information, recommendations and support to the CEOs, COOs, TCSA, HRHSSA, other members of the Executive Leadership Team and to the DHSS and other external stakeholders as required.
19. Represent the NTHSSA in official contracts with governments, private and public corporations and agencies, and other stakeholders.

## **WORKING CONDITIONS**

### **Physical Demands**

Physical demands on the incumbent are consistent with the typical GNWT office environment.





### **Environmental Conditions**

Environmental Conditions on the incumbent are consistent with the typical GNWT office environment.

### **Sensory Demands**

Sensory demands on the incumbent are consistent with the typical GNWT office environment.

### **Mental Demands**

There are considerable demands placed upon the incumbent by internal and external stakeholders to quickly develop solutions and achieve results in an environment where limited resources fall seriously short of demand. This can cause significant levels of mental stress, especially given the demands on the local and national health and social services system.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of budgeting, accounting principles, practices and methods, financial management, financial information systems, and control practices,
- Knowledge of generally accepted accounting principles (GAAP), the ability to interpret and implement Public Sector Accounting Standards (PSAS) as prescribed in the CPA Canada Public Sector Accounting Handbook.
- Knowledge of internal controls and risk management.
- Ability to evaluate complicated policies and proposals.
- Ability to adapt to change.
- Critical and analytical thinking, including proven ability to distil strategy and translate strategic goals into change management initiatives.
- Ability to analyze, evaluate and interpret a wide range of information and apply it within the unique social, economic and political environments of the NWT.
- Knowledge of contracting, purchasing, inventory and material distribution within a health and social services environment.
- Knowledge in P3 and facility management.
- Computer skills in a networked Windows Operating environment with an expert grasp of the use of spreadsheets, word processing, databases, accounting and payroll systems.
- Knowledge and appreciation for northern and Indigenous cultures as they relate to the delivery of health and social services.
- Ability to communicate, lead and execute the delivery of strategic direction with demonstrated success in formulating and implementing initiatives to improve service delivery within finite resource environment.
- Ability to think strategically.
- Leadership, coaching and mentoring skills.
- Ability to maintain ethical practices, including respect for patient and worker privacy and confidentiality.



- Ability to present comprehensive information and reports to Leadership Council, the NTHSSA Executive Team, senior DHSS staff and the public and answer questions under pressure.
- 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 post-secondary degree (Masters) in a related field (Business Administration, Health Administration, Commerce or Finance) coupled with a Canadian Chartered Professional Accounting designation in good standing, with at least 10 years of financial management experience in a complex, public service environment.

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