



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Industry, Tourism and Investment	Director, Finance and Administration	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
63-384	Yellowknife	Finance and Administration/HQ

## **PURPOSE OF THE POSITION**

The Director, Finance and Administration (DFA) is the Chief Financial Officer for the Department of Industry, Tourism and Investment, specifically coordinating, implementing and monitoring financial policies and procedures in order to provide effective control and reporting of departmental financial information. The incumbent oversees a full range of accounting and financial services for all departmental programs and administers all relevant financial agreements. The DFA plays a lead role in the establishment and maintenance of financial allocation and financial accountability frameworks for the Department, including its five regional service centres. The DFA is also responsible for all capital planning for the Department.

This 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 (FAM) policies, procedures and related legislative statutes.

## **SCOPE**

The Department of Industry, Tourism and Investment (ITI), in partnership with others, provides quality programs and services to promote and support the Northwest Territories' economic prosperity and community self-reliance, including the management of the Northwest Territories' non-renewable resources.

As the Chief Financial Officer in the department, the DFA has a vital role in ensuring that the department can meet its mandate. The incumbent must ensure appropriate financial and staffing resources are available to meet the needs of departmental programs and services. Therefore, the incumbent must have a complete understanding of all departmental programs.



The DFA is a member of the departmental senior management team and is expected to provide sound financial advice to the Deputy Minister, two Assistant Deputy Ministers, and other senior management.

This position is responsible for coordinating departmental financial forecasts and plans for a departmental Operations and Maintenance budget of \$61 million, a capital budget of \$3 million, and a revenue budget of approximately \$63 million. The incumbent authorizes all expenditures and commitments made by the department as payment authority on behalf of the Comptroller General and collects all revenues.

This position has a functional responsibility to the Comptroller General to process financial documents in accordance with prescribed policies, procedures and legislation. These documents form the basis of the department's position in the Territorial Accounts. This position has a functional responsibility to the Financial Management Board Secretariat 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 government departments and agencies, as well as outside agencies.

The Department has regional operations located in five regions. This position provides financial oversight and advice to the regions.

The Department has several Federal/Territorial agreements. The incumbent administers the terms of the agreements. The agreements require complex claims to be submitted annually to recover costs. The result of not carrying out the function properly is the potential loss of substantial sums of money to the GNWT.

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

The position is located in Yellowknife and is a member of the Senior Management Team reporting to the Deputy Minister. Directly reporting to the position are a Manager Financial Planning, Manager Financial Operations, Occupational Health and Safety Specialist, and an Administrative Assistant.



## **DIMENSIONS**

Staff	12 total reports; 4 direct reports
Salaries	\$1,723,000
O&M	\$127,000
Grants and Contributions	\$19,162,000
Capital	\$3,078,000
Revenue	\$62,785,000
Amortization	\$2,460,000

The DFA is highly involved in the decision-making process as part of the senior management team of the Department. The DFA is also expected to bring the financial aspects to decision making to ensure they follow all relevant legislation, regulations, policies and procedures.

## **RESPONSIBILITIES**

1. Uphold 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.
2. Responsible for coordinating, implementing and monitoring financial policies and procedures in order to promote effective and efficient financial administration and reporting.
3. Leads the development and amendment of all Departmental specific financial management initiatives ensuring consistency with the policy, priorities, mandate and goals of the GNWT. This includes leading the development of the interdepartmental/governmental protocols and agreements and the development and maintenance of the Departmental financial related policy and procedures manuals.
4. Participates as a member of the Departmental Senior Management Team and is expected to provide sound, strategic, financial advice to the Deputy Minister and Assistant Deputy Ministers and other senior management.
5. Provides financial management and administrative advice and direction in accordance with Government legislation policy, directives and established procedures to senior managers in the Department.
6. Maintains functional responsibility to the Comptroller General to perform Departmental controllership duties and ensures the accounts of the Department are maintained and reflected the activities and financial position of the Department in accordance with GAAP, FAA, FAM policies procedures and related legislated statutes.



- 7.** Ensures the integrity and security of any Departmental systems that track and record expenditures or revenues that may or may not be integrated with System for Accountability and Management (SAM) and ensure that the financial information contained in those system are accurately reflected in SAM.
- 8.** 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 financial responsibilities.
- 9.** Monitors the collection, control and accounting of revenue and other receipts for the Department to ensure appropriate safeguarding of GNWT assets.
- 10.** Provides timely information and assistance for the preparation of the Public Accounts, as required by the Comptroller General and in accordance with the schedules published annually by the Department of Finance. Responds to all requests for information by the Auditor General of Canada on a timely basis.
- 11.** Leads the development of the Main Estimates and Capital Estimates and coordinates the preparation and consolidation of Financial Management Board (FMB) submissions into documents reflective of departmental priorities.
- 12.** Supports the Minister and Deputy Minister in defending Business Plan, Main Estimates and Capital Estimates and appears as a witness before Standing Committees of the Legislative Assembly and the Legislative Assembly during Committee of the Whole.
- 13.** Prepares, analyzes and consolidates the departmental budgetary development exercise, Business Plan, Main Estimates, Capital Estimates, monthly variance and forecast reporting, and Supplementary Estimates in accordance with Management Board Secretariat (MBS) instructions.
- 14.** 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.
- 15.** Leads the development, evaluation and revision of the department's ongoing long-term Capital Need Assessment and annual Capital Plan to ensure appropriate infrastructure is available for the delivery of departmental program activities.
- 16.** Manages the day-to-day activities within the Division and supports the development of staff and creates an engaging and productive work environment.
- 17.** Provides support to ADMs, directors, superintendents and managers regarding salary management, succession planning and administration.



18. Oversees the central coordination of human resources, operational and procurement services of the Department.
19. Reviews any financial information from the Diamonds, Royalties and Financial Analysis Division and provides the Deputy Minister with an impartial opinion on its accuracy or the veracity of the processes used to provide it.
20. 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 the GNWT.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

This position encounters frequent changes in priorities with competing deadlines.

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

- Ability to acquire knowledge of departmental acts, agreements, frameworks, strategies and policies as they relate to the Department of Industry, Tourism and Investment.
- Knowledge of generally accepted accounting principles and standards.
- Knowledge and understanding of financial planning, budget development and analysis.
- Verbal and written communication skills.
- Ability to acquire knowledge of government accounting practices, financial reporting standards and related legislation.
- Ability to effectively communicate strategic financial information to senior management and directors and to establish corrective plans and procedures.
- Ability to foster a cooperative work environment.
- Ability to interpret and apply legislation and regulations impacting departmental finances.
- Ability to work effectively with others.
- Ability to plan, organize, direct and evaluate the work of employees.



- Ability to establish and maintain effective working relationships with other department heads, government officials and officials from outside agencies.
- Ability to manage effectively a diverse group of individuals.
- Ability to manage several diverse budgets.
- Ability to work effectively as a member of a senior management team.
- 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:**

The achievement of a Canadian professional accounting designation (CPA). In addition, the educational requirements should be supplemented by six years of financial management experience, including 3 years of supervisory 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