



IDENTIFICATION

| Department | Position Title | |
|-----------------------------------|--------------------------------------|-----------------------------|
| Education, Culture and Employment | Administration and Finance Assistant | |
| Position Number | Community | Division/Region |
| 71-3475 | Yellowknife | Post-secondary Education/HQ |

PURPOSE OF THE POSITION

The Administration and Finance Assistant provides a full range of administrative, secretarial, and financial support services required for the efficient operation of the Post-secondary Education Division.

SCOPE

Located in Yellowknife the Administration and Finance Assistant (Assistant) reports to the Director of Post-secondary Education, and performs administrative work for the Director and all divisional staff.

The Division consists of approximately twelve (12) indeterminate, casual and contract staff, all of whom will, on occasion, assign work to the Administration and Finance Assistant.

This position is the first point of contact with the public for the Division and is required to provide information for public inquiries concerning post-secondary education programs and services.

The Assistant works with confidential matters relating to personnel, finance, administration, and legal matters, and is often called upon to exercise judgment regarding responding to telephone calls, making commitments on behalf of the Director or divisional staff, following Ministerial processes, and initiating Bring Forwards (BFs).

RESPONSIBILITIES

- 1. Provide frontline administrative and office management services to the Director and staff of the Post-secondary Education Division, ensuring all administrative functions are achieved consistent with government policies and procedure.**



- Maintain the office mail system including receiving, sorting, distributing all divisional mail, and arrange for courier or air cargo delivery as required.
- Personally handle correspondence of an urgent or confidential nature along with registered or special delivery items.
- Type, format, print, and route correspondence, reports, briefing notes, reports, responses to oral and written questions, statements, and Cabinet and Department of Finance submissions using approved Legislative Assembly templates, Government of the Northwest Territories (GNWT) visual identity program (VIP) and ensure accuracy.
- Assist with the preparation and updating of manuals, presentation materials and briefing materials.
- As required, assist staff with data entry into the GNWT's Human Resources Information System (HRIS) and System for Accountability and Management (SAM).
- Work closely with and support all other Branch Administrative and Finance Assistants.
- Liaise regularly with ECE Directorate Executive Assistants and Office Managers.

2. Provide frontline reception services and office process coordination for the Division.

- Greet visitors and answer routine questions or general inquiries from the public and staff related to programs and services of the Division.
- Answer a multi-line telephone, take messages, and redirect calls as required.
- Coordinate and arrange meetings, boardrooms, conference calls, hospitality requests, special events, and other appointments and conferences for the Director and divisional staff.
- Assist with divisional conferences, meetings and other special events as required.
- Prepare, record, track and distribute meeting agendas, minutes, action trackers, Records of Decisions (RoD) and/or Summary of Discussions (SoD), as directed.
- Make travel arrangements for Directors, divisional staff, and others, as required, including routing and tracking travel requests, booking travel and accommodations logistics, as well as assisting divisional staff with SAM travel authorizations, cash advances and expense reports.
- Coordinate with other Administrative and Finance Assistants, the purchase and organization of divisional office supplies and maintain a resource inventory.
- Maintain and arrange for servicing of all office equipment.

3. Provide financial administrative support for the Division, including preparing variance reports, contribution agreements, and travel expenses.

- Work with staff from the Finance and Capital Planning (FCP) Division, to prepare monthly Variance Reports for the Director's review and approval using the SharePoint system.
- Track divisional expenditures by budget categories and program account coding.



- Ensure all expenditures comply with the accounting and expenditure requirements according to Financial Administration Manual (FAM).
- Monitor, maintain and track payments to ensure invoices are consistent with approved expenditures within the contract/agreement.
- Review and monitor spending authority for payment/invoices against budget/funding allocations to verify sufficient funds are available for specific activities.
- Prepare and complete Visa expenditures for Director and support divisional staff as needed.
- Prepare and process honoraria for board members.
- Complete SAM travel expense entries for the Directors and divisional staff, as required.
- Assist staff in the preparation of contracts, request for proposals, and service contracts.
- Work with staff from the FCP Division, to prepare, complete, track and finalize all divisional Grants and Contribution Agreements.
- Compile information and activity reports on services offered, as required by divisional contribution agreements.

4. Provide ongoing records management and maintenance of the Division's files.

- Maintain central files for the programs and services of the Division, as well as program files in accordance with the Department's records management systems: Administrative Records Classification System, Operational Records Classification System, Digital Integrated Information Management System (ARCs/ORCs/DIIMS).
- Create new files, close dated files, and prepare for disposition according to the records management schedule and policies.
- Enter documents into the computerized records management system and maintain on-line file lists.
- Establish, maintain, and use a bring-forward (BF) system.
- Maintain staff leave and attendance records, and other personnel documents for the Division.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.



Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office and administration practices and procedures.
- Knowledge of and/or the ability to acquire and apply knowledge of financial administration and human resources software programs.
- Knowledge of and/or the ability to learn and apply knowledge of records management policies and procedures including records disposition, and information management systems such as ARCS, ORGS and DIIMS.
- Knowledge of privacy and confidentiality practices and the ability to adhere to the expectations of ensuring privacy and confidentiality.
- Keyboarding and computer skills and the ability to send and receive electronic mail, and use word processing, spreadsheets, databases and access information over the internet.
- Verbal and written communications skills.
- Skills relating to working collaboratively and cooperatively as an effective team member to achieve group and organizational goals.
- Interpersonal and public relations skills and the ability to act with tact and diplomacy.
- Organizational, time and task management and priority setting skills, with a high level of accuracy and attention to detail.
- Ability to learn and follow GNWT policies and procedures.
- Ability to work independently and to assume responsibility for completion of work.
- Ability to exercise initiative and judgment.
- Ability to manage interruptions and tight deadlines.
- Ability to understand and carry out detailed instructions.
- Ability to record, format and compile information accurately.
- Ability to listen, understand and respond effectively to other people, and to help or serve others in an effective, tactful manner.
- 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 relevant Office / Business / Administration certificate program and one (1) year of experience in an office/administrative environment.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

Position Security

- 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: Indigenous Language - Not Specified

- Required
- Preferred