



IDENTIFICATION

Department	Position Title	
Justice	Assistant Director, Corporate Services	
Position Number	Community	Division/Region
82-3381	Yellowknife	Corporate Services/HQ

PURPOSE OF THE POSITION

The Assistant Director, Corporate Services is responsible for providing direction and support to a team of financial analysts who develop, monitor, analyze and advise on the financial resources of the Department of Justice to ensure the appropriate and efficient use of public funds.

SCOPE

Located in Yellowknife, the Assistant Director, Corporate Services reports to the Director, Corporate Services and plays a key role in providing advice and support to the department's management. The incumbent ensures adequate information is available to make sound business decisions in regards to the department's operations and maintenance, revenue, capital and fixed asset allocations. This position coordinates daily operations intra and inter departmentally, while maintaining accurate and timely information relating to the departments financial resources.

The position directly supervises four (4) employees and has full expenditure authority directly over the division's budget of over \$3 million dollars and indirect authority over the department's \$133 million dollar budget.

RESPONSIBILITIES

- 1. Organizes the co-ordination, analysis and consolidation of all financial planning and budgetary exercises**
 - Assisting with the research and development of the financial requirements for the Departmental Business Plan and Main Estimates;

- Developing the department's capital acquisition plan in collaboration with the Manager, Infrastructure Planning through consultation with the program and project managers
- Ensuring that expenditures are properly cash-flowed to allow for effective cash management by the Department of Finance;
- Performing financial analysis of departmental expenditures and budget
- Analyzing submissions for compliance with completion standards, for accuracy and for reasonableness with past trends;
- Researching and assisting with the development of financial submissions for funding;
- Reconciling revised Main Estimates to original appropriations;
- Monitoring, analyzing and ensuring the integrity of the department's geographic tracking of expenditures;
- Maintaining a system that ensures program managers perform analysis and fiscal year end projections of the operations and maintenance and capital budgets;
- Maintaining a system that reports to the Department of Corporate Services monthly analysis and fiscal year end projections of the departmental expenditure, revenue and capital budgets;
- Assisting with the co-ordination of the supplementary appropriation requests for the department including briefing materials;
- Providing a repository of financial reports, briefing documents, budget exercise outputs, etc. to prepare analysis and reference for future financial planning;
- Analyzing overall departmental position on an ongoing basis for the O&M, Revenue and capital budgets and reporting to senior management committee
- Acting as a liaison between the department and central agencies.
- participate in and advise on the negotiation of Third Party Funding agreements and cost shared agreements including giving instructions on the drafting of financial and accounting clauses in agreements;
- develop budgets for Third Party agreements and other revenue sources;
- research, analyze and develop revenue sources for the department;
- Determines and advises on the failsafe implications of existing and new revenue sources; and maintains and keep current Revenue Source Guide.

2. Provides financial analysis, advice and support for the policing services agreements including the Territorial Police Services Agreement (TPSA), Biology Casework Agreement and First Nations Policing Agreement.

- Provide financial advice/guidance in discussions and decisions regarding police contract administration issues, costing and funding models, financial impact of new initiatives.
- Participate in Northwest Region Financial planning and reporting working group with other contract partner jurisdictions.
- Provide support to the Territorial representatives on the National Contract Management Committee and sub-committees.
- Provide interpretation and conduct periodic compliance audits/reviews of the financial and operational terms and conditions as set out in the TPSA.

- Auditing, reviewing, monitoring and reporting functions to ensure the Departments oversight mandate is met.
- Establish and maintain processes, documentation, systems and audit trails to monitor and report on financial/FTE resources and statistical data and funding proposals including capital and long term financial investments and business case for more resources for the RCMP.

3. Administers the Territorial Court Judges' Salary and Benefits (pre and post-retirement), Registered Pension Plan and Supplemental Pension Plan.

- Maintain and provide analysis of both the registered and supplemental pension plans for the Territorial Court Judges ensuring that both plans are adequately funded and compliant with federal and territorial legislation;
- Liaise with the appointed actuary regarding ongoing funding requirements and changes to the pension plans including the appointment of new judges and retiring judges and any changes outlined in the Judicial Remuneration Commission report ensuring that pension plans are fully funded;
- Provide support and advise to new and retiring judges on pension options, payments and benefit choices available to them as negotiated by the Judicial Remuneration Commission;
- Communicate any cost of living (COLA) and negotiated increases to judicial salary to the Department of Human Resources and Judges ensuring that these changes are implemented according to the requirements outlined in the current Judicial Remuneration Commission report and in compliance with the applicable legislation;
- Maintain regular communication with the financial trust institution ensuring that any increases/ decreases to existing registered pension payments are implemented without disruption to the regular payment schedule;
- Remit employer share of pension obligation to the Trust Company on a quarterly basis including any "unfunded liabilities" as determined by the current valuation of the pension plan;
- Ensure that all supplemental pension payments are increases/decreases are adjusted upon receipt of COLA increases and new information and paid without disruption to the regular payment schedule;
- Reconcile the supplemental pension liability in the financial system annually ensuring that current accrued amount will meet pension obligations;
- Ensure that all yearend reporting schedules and requirements are completed accurately and provided to the Financial Management Board for inclusion in the Government of the NWT Public Accounts;
- Complete the year-end tax requirements for Canada Customs and Revenue Agency.

4. Develop and implement departmental specific policies, systems and procedures that ensure effective financial planning and budgetary management and efficient day-to-day financial operations by:

- Developing and maintaining internal processes and systems for the development of the department's business plan, main estimates, ongoing management of the department's budgets including revenue and capital projects;

- Continually reviewing existing financial and human resource systems and procedures to identify inadequacies and possible options for future improvements or modifications;
- Performing internal audits and regional reviews on departmental activities to determine compliance, areas for improvement, weaknesses and gaps in systems and procedures;
- Audit revenue sources, systems and trust accounts to ensure compliance with the *Financial Administration Act*, Financial Administration Manual, and generally accepted accounting principles.
- Manage the preparation of financial statements and invoices
- Directing the implementation of operational and budgetary systems, directives, and procedures being proposed and developed by the Department of Finance;
- Developing and implementing procedures and internal systems for tangible capital assets.

5. Ensures the timely and accurate compilation of year end activities by:

- Coordinating the year end closing of the department's accounts;
- Providing all financial statements and information required by the Department of Finance in preparing the public accounts;
- Coordinating the Auditor General's year-end review of the department's accounts; and
- Coordinating all Audit Bureau reviews into Corporate Services areas.

6. Conducts Reviews on Financial Information Systems:

- Develop and implement adequate accounting systems and reports for trust accounts
- Evaluate automated systems with a financial component.
- Evaluate adequacy of financial accounting components of automated information systems for completeness and compliance with government financial requirements and generally accepted accounting principles.

7. Provides Human Resource Management and Administration by:

- Supervising 4 directly;
- Assigning and monitoring work plans to ensure an effective and efficient flow of workload;
- Preparation of training plans for each employee as required;
- Preparing job descriptions and performance appraisals.

8. Participates in ad hoc projects

- Conduct compliance reviews or research projects or other special projects as required.
- Member of various inter- departmental development project teams.
- Acts as the Director, Corporate Services when required and as a result needs to be fully informed and knowledgeable in the other areas of responsibilities in the division such as occupational health and safety.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Mental fatigue is extremely common as a result of a heavy workload; frequent need for intense analytical work and project management that is impacted by tight deadlines and imposed unexpected and competing demands. Overtime is also normally required around peak financial deadlines such as year-end and budget development.

KNOWLEDGE, SKILLS AND ABILITIES

- Sound knowledge of International Financial Reporting Standards (IFRS) and Public Sector Accounting Standards.
- In depth understanding of financial planning, budget development and analysis;
- Problem solving, analytical and evaluation skills;
- Sound knowledge of government accounting practices;
- Excellent human resource management skills;
- Excellent verbal and written communication skills;
- Excellent interpersonal skills;
- Excellent organizational skills;
- Thorough understanding of computer applications including in-depth knowledge of Excel, word, Power Point and Adobe;
- Knowledge of the people, culture and government and Justice in the NWT and its political and business environment.

Typically, the above qualifications would be attained by:

The completion of an accounting designation or a degree in business with a minimum of 5 years' experience in financial management and 3 years supervisory experience.

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:

- Required
 Preferred