

Position: **Benchmark Job #077**

Ministry: Various

Working Title: **Regional Finance and Administration Officer**

Branch: Regional Office

Level: Range 18

Location: Various

NOC Code: 1221

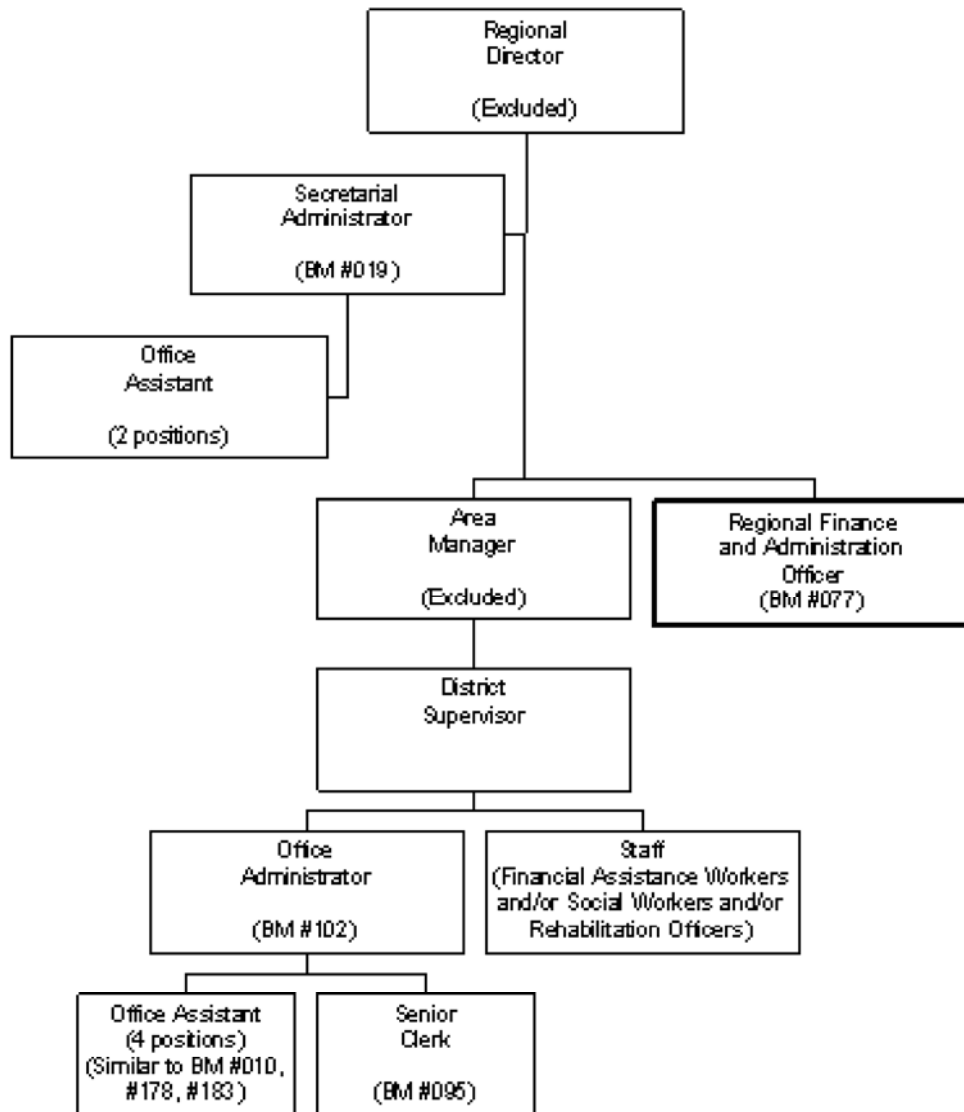
PRIMARY FUNCTION

To provide financial and administrative services in support of numerous regional programs.

JOB DUTIES AND TASKS

1. Prepares and maintains the annual regional budget and monitors contracts
 - a. analyzes financial data, consolidates budget submissions from each program area into a proposed regional package and recommends to the Regional Director
 - b. monitors expenditures and analyzes spending patterns by office and advises Regional Director regarding such issues as trends and discrepancies
 - c. develops and implements a commitment based accounting system for the region
 - d. tracks budget transfers between activities and within the region and examines and reconciles variance reports
 - e. provides financial advice to regional program managers on budget processes and systems
 - f. reviews financial proposals received from contractors and develops recommendations in preparation for negotiations with contractors
 - g. monitors the financial status of regional contracts
2. Coordinates space planning and building maintenance activities for numerous regional locations
 - a. identifies offices requiring renovations, recommends priorities and analyzes related costs, benefits and risks
 - b. reaches agreement on timelines and costs with headquarters' and regional staff, BCBC and local suppliers by discussing such issues as the need for new facilities, renovations, computer installations or renewal of leases
 - c. coordinates purchasing and repair requests for equipment, furniture and telephones, prepares work orders and authorizes purchases to \$1,000 per transaction
 - d. maintains regional inventories of furniture and equipment
 - e. ensures newly leased buildings adhere to safety standards that ensure the protection of employees and assets including the existence of items such as working alarms, coded entry systems and secure storage
 - f. drives or flies to various locations to inspect worksites prior to occupancy
 - g. discusses issues with BCBC and ensures contractual obligations are fulfilled
3. Provides regional administrative services and vehicle and records administration
 - a. maintains regional FTE establishment records and auxiliary seniority recall lists
 - b. advises the regional personnel office regarding organization changes

- c. coordinates the standardization of regional records
 - d. collects information for the Regional Director and drafts summary reports and briefing notes
 - e. coordinates emergency services plans with local offices and the provincial co-ordinator
 - f. analyzes and monitors regional vehicle fleet usage and recommends distribution
 - g. recommends replacement of vehicles based on service and repair records and ensures that regular maintenance is performed
4. Performs other related duties
- a. supports district offices in the use of contract monitoring systems
 - b. provides formal training to district office staff on budget processes
 - c. monitors all offices in the region to ensure administrative policies and procedures are followed



Note: In a Region, there are typically 6 Area Managers, 30 District Supervisors and 300 total staff

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the principles of financial and business administration to analyze regional budget needs and spending patterns, identify space allocation and building maintenance priorities and analyze related costs in support of numerous regional programs.</p>	G	250
2	<p>MENTAL DEMANDS</p> <p>Judgement to apply analysis and interpretation of regional financial issues such as budget development and contract administration and choose an approach using a combination of accepted financial procedures to monitor expenditures, analyze spending patterns and compile regional budgets and develop financial monitoring systems.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Persuasion required to use basic negotiation skills to reach agreement on space planning and building maintenance priorities, timelines and costs with staff, BCBC and contractors.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Moderate coordination and dexterity required to drive a vehicle to various regional locations to inspect worksites prior to occupancy.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by general financial and administrative policies and procedures, applies accepted work methods in a different way to consolidate and recommend budget submissions, monitor expenditures and analyze spending patterns and advise the Regional Director regarding such issues as trends and discrepancies, coordinate space allocation and provide vehicle and records administration services to the region.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Significant financial responsibility to analyze regional spending patterns and perform financial estimates for input to contracts and budgets requiring knowledge of regional programs as well as detailed planning.</p>	E	33

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Considerable responsibility to provide guidance to regional office staff on the standardization of regional records.</p>	E	33
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to provide formal training to regional office staff on the budget processes.</p>	B	9
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Moderate care and attention to ensure newly leased or renovated buildings have adhered to safety standards including the existence of items such as working alarms, coded entry systems, and secure storage.</p>	C	15
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused sensory concentration to frequently focus on financial documents.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to frequently focus visual attention to view computer screens and financial documents to prepare budgets.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to frequent overnight travel to various regional locations to inspect worksites prior to occupancy.</p>	C	6
13	<p>HAZARDS</p> <p>Moderate exposure to hazards from frequently driving to various regional locations to inspect worksites prior to occupancy.</p>	C	6

Total Points: 706

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