

TITLE: DIRECTOR, FINANCIAL ACCOUNTING, OPERATIONS & SYSTEMS (NRM)

CLASSIFICATION: BAND 4

MINISTRY: WATER, LAND AND RESOURCE STEWARDSHIP

BRANCH: FINANCIAL SERVICES, CSNR

SUPERVISOR TITLE: EXECUTIVE DIRECTOR CHIEF FINANCIAL OFFICER

SUPERVISOR POSITION #: 00039669

CONTEXT

Corporate Services for the Natural Resource Ministries (CSNR) serves the six natural resource ministries (Agriculture and Food; Energy, Mines and Low Carbon Innovation; Environment and Climate Change Strategy; Forests; Indigenous Relations and Reconciliation; and Water, Land and Resource Stewardship).

CSNR is a unique corporate services organization providing services for approximately 7,000 natural resource ministry employees in over 100 locations throughout the province. These services include all aspects of financial operations and planning, budget management, compliance and procurement, facilities, fleet and assets, corporate security, and strategic human resources.

CSNR's vision is to be a trusted partner sharing in the success of the natural resource ministries by providing leadership and outstanding service to enable the ministries to achieve their goals and ensuring CSNR is a great place to work.

JOB OVERVIEW

The Director, Financial Accounting, Operations & Systems ("Director") serves the 6 Natural Resource Ministries (NRM), and their supported entities. The position provides strategic oversight in establishing and overseeing efficient financial accounting, systems, and operations across the sector. The position is responsible for effective stewardship of the Natural Resource Ministries resources to achieve compliance with legislation, policy, and the accounting standards; ensures the development and maintenance of a financial framework for setting, measuring, analyzing, and reporting on operational performance measures. The Director influences NRM leadership decisions by working closely with internal and external stakeholders and directing or overseeing the production and delivery of strategic and analytical accounting advice and any financial implications on initiatives and projects.

The Director also oversees the provision of financial accounting reports, audit readiness and coordination, expenditure and payroll operations, corporate card programs, centralized finance and administration services, and ministry and corporate financial systems. The position is responsible for managing projects that maintain, develop, or strengthen the financial management framework and lead to strong internal financial controls, efficient business operations, consistent application of processes, and cohesive provision of services across the sector. The position works in concert with central agency and NRM leadership to ensure constant coordination of integrated financial accounting operations and continuously seeks opportunities for improvement in the delivery and quality of financial systems, programs, and support services to the sector clients. The Director reports to all 4 of the NRM Chief Financial Officers and is accountable to the 2 NRM Executive Financial Officers. Proactive and highly responsive action by the Director is critical for the financial integrity of the Sector ministries and programs.

ACCOUNTABILITIES

- Develops the vision and strategy for sector wide delivery of financial accounting, operations, systems, and centralized services in consultation with the NRM CFOs and senior leadership.
- Recruits, develops, and leads a management team in a unit of over 50 FTEs providing a broad and dynamic portfolio of services and supporting the full sector.
- Establishes the goals and objectives for the unit and directs the business and tactical planning conducted by the management team.
- Leads a multi-disciplined financial team, including professional accountants and analysts dedicated to each of the CFOs and their ministries, in providing financial accounting advice, guidance, and services.
- Leads the review, analysis and redesign of financial strategies, policies, and processes with the aim of continuously improving integrated accounting systems and financial controls, maximizing the efficiency and effectiveness of ministry financial operations, and ensuring the ongoing accuracy and timeliness of financial information.
- Directs the evaluation, development, and implementation of procedures to ensure central agency accounting controls, legislation and directives are adopted and compatible with external partner organizations and ministry-specific financial accounting processes and reporting systems.
- Directs continuous improvement reviews to ensure projects are delivered on time, on budget and the outcome meets the needs of the NRM.
- Directs the provision of expert advice and provides oversight to ensure all financial operations conducted within client ministries adhere to financial legislation, government and PSAB standards.
- Directs the analysis and preparation of monthly, quarterly, and ad hoc financial statements and reports.
- Directs client ministry annual fiscal year-end reporting to the Office of the Comptroller General (OCG).
- Directs the analysis of financial information, identification of significant variances, trends or risks, compilation of reports, and recommendations to the CFOs.
- Directs the ongoing provision of financial training and a centralized finance helpdesk to support clients in the utilization of various financial systems and identifying the location of corporate and NRM financial information.
- Directs communication strategies regarding change management resulting from business process changes.
- Functions as a member of the senior leadership team and makes recommendations to executive staff on significant changes impacting sector operations, accounting, and systems.
- Builds and fosters relationships with a diverse range of senior leaders and executive.
- Develops performance indicators for the work unit and analyzes and prepares reports on the attainment of performance objectives.
- Develops and presents information, analysis and recommendations to executive, inter-ministry executive teams and stakeholder groups regarding financial procedures and emerging issues.
- Supervises excluded staff including assignment of work, training, development and evaluation of performance plans, approval of leave, response to grievances and initiation of discipline processes.

- Commits to continuous learning; keeps up to date on new and emerging developments which affect the financial management and accounting professions.
- Interacts with peers, senior management, executive, and stakeholders in an astute, professional manner; understands ministry needs, priorities and relationships to accomplish objectives.
- Delivers mandated services with credibility and accountability while modelling the standards of conduct and ethical behaviour of financial professionals.

POSITION LINKS

The position develops, liaises, and maintains working relationships with the Ministry of Finance, Ministry of Citizens' Services, Public Service Agency, Corporate Accounting Services, Provincial Treasury, Treasury Board Staff, Office of the Chief Information Officer, Office of the Comptroller General and the Office of the Auditor General. The position provides recommendations to the CFOs, EFOs and Ministry Executives.

EDUCATION AND EXPERIENCE

- A professional accounting designation or an equivalent combination of post secondary education in Business Administration or Accounting and additional related experience may be considered.
- Five (5) or more years of combined experience working in progressively responsible roles in financial management, for example: managing or being accountable for:
 - Financial Systems Development and/or Support
 - Financial Controls and Compliance
 - Financial Policy, Reporting, and Procedures
 - Other related Financial Management
- Three (3) or more years of experience in the leadership and supervision of staff in a financial environment.
- Experience with financial operations, the fiscal accounting cycle, and financial management.
- Experience preparing and presenting financial information to facilitate executive decision making.
- Experience working with complex accounting issues in accordance with Public Sector Accounting Standards (PSAS).
- Experience reviewing legislation to identify impacts to accounting treatments.

Preference may be given to candidates who possess the following:

- A professional accounting designation (CPA)
- Experience working with cross-government teams or committees on financial accounting systems, policies, and/or processes, which may include working with central agencies.
- Experience providing support or leadership to a finance team as a result of a government or ministry structure reorganization or an Order in Council.
- Experience negotiating and mediating solutions in a public service environment.
- Experience working in a multi-ministry financial environment, supporting more than one client group.
- Experience managing multiple lines of business or separate teams at the same time.

SKILLS AND ABILITIES

- Demonstrated ability to engage a diverse team in creating and achieving organizational goals.
- Demonstrated ability in leading a team of financial professionals.
- Demonstrated ability in building effective working relationships.
- Demonstrated ability to effectively promote, manage and implement significant organizational change.
- Excellent interpersonal skills, including the ability to deal, sensitively and constructively, with competing demands and conflict to achieve desired outcomes.
- Demonstrated ability to find solutions to business problems that adhere to government policies and accounting standards while also meeting diverse stakeholder needs.
- Excellent written and oral communication skills with demonstrated success in briefing upper-level ministry executive.
- Demonstrated ability to achieve successful outcomes through planning, development, and effective resource management.
- Demonstrated high level conceptual, analytical, and critical thinking skills.

BEHAVIOURAL COMPETENCIES

- Change Leadership
- Strategic Orientation
- Communicating Effectively
- Relationship Building
- Teamwork & Cooperation
- Leadership
- Empowerment
- Indigenous Relations – Cultural Agility

Financial Service Branch – Support structure

NATURAL RESOURCE MINISTRIES (NRM)			
MIRR, EMLI	AFF, ENV	FOR	WLRS
Dedicated: CFO/Exec. Director Financial Planning & Reporting (FPR)	Dedicated: CFO/Exec. Director Financial Planning & Reporting (FPR)	Dedicated: CFO/Exec. Director Financial Planning & Reporting (FPR)	Dedicated: CFO/Exec. Director Financial Planning & Reporting (FPR)
Shared:			
Financial Accounting, Operations & Systems (FinOps)			
Financial Policy, Compliance & Procurement (FPCP)			
Revenue Services (Revenue)			

Financial Accounting, Operations & Systems (FinOps)

Provides NR Sector support, oversight, and leadership in: PSAB policy and accounting; financial controls, operations, and processes; expenditure analysis and reporting; fixed asset accounting; audit readiness and public accounts coordination; pay, leave and benefits policy and central agency support; corporate card programs; financial helpdesk and financial systems security/support/training (including CAS Oracle, FFS/FDW, PeopleSoft, T&L, and EDRMS TRIM). Also provides dedicated front line financial and administrative client services in accounts payable, supplier and records management and centralized support for relocation and Pacific Leaders.