

Title: Chief Financial Officer and Executive Director **Classification:** Band 5
Ministries: Jobs, Economic Development and Innovation **Work Unit:** Financial Services Branch
Supervisor title: Executive Financial Officer and Assistant Deputy Minister
Supervisor Position #: 00036578

CONTEXT

The Management Services Division (MSD) for the Economy Sector serves the four Economy Sector ministries (Ministry of Jobs, Economic Development and Innovation [JEDI], Ministry of Labour [LBR], Ministry of Tourism, Arts, Culture, and Sport [TACS] and the Ministry of Municipal Affairs [MUNI]).

MSD is led by two Assistant Deputy Ministers (ADMs) who jointly oversee four branches which work together to provide services to the sector: The Financial Services Branch, the Information Services Branch, the Strategic HR Branch, and the Corporate Planning and Priorities Branch.

These services include all aspects of financial planning, budget management, financial operations, procurement, strategic human resources, corporate planning and reporting, information technology services, and facilities and asset management. MSD is a trusted partner that provides leadership and delivers quality services to enable the Economy Sector ministries to achieve their goals by remaining committed to providing outstanding service and making our organization a great place to work.

The Financial Services Branch offers a complete range of financial and management services to programs in the Economy Sector ministries. Our services include: financial planning and reporting; financial operations, accounting, and systems; financial policy, compliance, and procurement; and revenue.

JOB OVERVIEW

Directly reporting to one of the two MSD ADMs, this position provides financial leadership in support of JEDI and LBR. The Chief Financial Officer (CFO) and Executive Director leads and supports senior management and executive in the planning and execution of the government's strategic corporate agenda; adding particular expertise and experience with financial infrastructure, business systems, controls, and policies with a financial focus or link, budgeting, accountancy, performance management, procurement, and corporate risk management processes, audit programs and compliance with relevant legislation and policy. They also identify and facilitate discussion and resolution of emerging issues, inform executive budget decisions, and challenge executive to early resolution of business issues with potential financial impact upon organizational outcomes.

CFOs fulfill a significant leadership role within British Columbia's Public Service. This complex role includes functioning as a catalyst, strategist, operator, and steward in support of effective financial management.

A successful CFO is a strong leader, has above-average business acumen, and possesses an innovative approach to doing business. Underpinning the leadership roles and key behavioral competencies are various technical proficiencies one would expect of any senior financial professional in a larger organization. As strong leaders, the best CFOs operate as a model for the preferred culture of the BC Public Service in supporting,

developing, and motivating individuals within their organization and by continuously exemplifying and fostering the corporate values of courage, passion, service, teamwork, accountability, and curiosity.

The CFO must demonstrate the highest level of personal integrity and be able to build relationships of trust with executive, colleagues, external parties, and staff. These relationships greatly influence, inform, and support the effectiveness of the CFO and in turn their organization. In the role of catalyst, CFOs prompt early identification, facilitate discussion and resolution of emerging issues; inform executive budget decisions; challenge executive to early resolution of business issues with potential financial impact upon organizational outcomes; and recommend course corrections to enable achievement of business goals of government within at least one large set of business units collectively known as a ministry. As strategists, CFOs have a detailed working familiarity with the strategic business lines of the ministry and Crown agencies within the government reporting entity that are the responsibility of the ministry.

CFOs lead and support senior management and executive from these various organizations in the planning and execution of the government's strategic corporate agenda; adding particular expertise and experience with financial infrastructure, business systems, controls, policy with a financial focus or link, budgeting, accountancy, performance management, and corporate risk management processes, audit programs and compliance with relevant legislation and policy. CFOs have the authority to operate and change processes over a broad scope of financial management infrastructure. They do so while balancing Ministry goals and government goals.

CFOs recognize that they are part of a larger portfolio, and contribute to corporate success to achieve the public good. Their operational function helps ensure the government's prudent use of resources through standardization, good practices, consolidation, and automation of processes and systems to reduce redundancy and improve efficiency. In this context, CFOs develop and continually measure performance for their organization, for other business units, and for the government in pursuit of its goals.

ACCOUNTABILITIES

Required:

- Develop and execute the financial management strategies and financial service delivery framework for the organization;
- Lead the financial operation for the organization according to good practices, professional ethics and standards, financial principles, policies, regulations and ministry service plans and government strategic plans;
- Establish financial structure, processes, controls, and reporting for the organization to ensure finances are managed according to relevant statutory requirements legislation, policies, procedures and generally accepted accounting principles;
- Direct and coordinate the planning and preparation of annual and long-term budgets for executive approval;
- Direct and prepare financial analyses of operations for guidance and to build commitment with executives to establish the financial objectives that support the organization's business needs;
- Prepare short and long-term business plans to direct operational changes that enhance efficiency and reduce costs for the organization;
- Direct budget planning, priorities, strategic plans, governance structure, and financial management operations;
- Lead a multi-disciplinary team (e.g., finance, budget, procurement) of directors and/or senior managers and translates the vision for the team to define clear business goals and objectives;

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- Build and foster partnerships with a diverse range of senior leaders (e.g., Minister, Deputy Minister, Ministry Executive members) to ensure the financial and organizational goals are achieved;
- Negotiate Service Level Agreements and Memorandums of Understanding for financial services or programs; and
- Exercise delegated authority and responsibility for the ministry's system of financial management administration and is subject to the functional direction and guidance of the Comptroller General in matters related to the government's system of financial management and administration.

JOB REQUIREMENTS

The CFO stewardship role involves ensuring ministry staff are conducting business with fiduciary integrity and acting with the highest possible accepted standards for financial management in government and in a manner as directed by legislation and by the Office of Comptroller General (OCG).

- Must be a member in good standing with a professional accounting designation (CPA, CA or CPA, CGA, or CPA, CMA or CPA) issued by the Chartered Professional Accountants of Canada.
- A combined ten (10) years progressive experience within a minimum of two business organizations establishing collaborative relationships with executives, senior financial leaders, and senior managers associated with managing financial activities and/or leading financial management change. .
- A minimum of five (5) years experience in progressively more challenging business management leadership roles directing a wide range of activities including two or more of:
 - infrastructure change;
 - business systems and controls;
 - policy;
 - budgeting;
 - accountancy;
 - performance management;
 - financial audit;
 - corporate risk; and/or
 - legislative compliance.
- At least three (3) years experience leading and coaching multi-disciplinary senior financial managers and professionals.
- Preference may be given to applicants who have a blended five (5) years experience within progressively larger organizations or leading directly to outcomes of progressively higher materiality and risk in support of, or reporting to, the Chief Financial Officer.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive leadership, change management, and influence management skills;
- Ability to build and foster effective and collaborative relationships with senior leaders across the public sector;
- Extensive knowledge of financial policies, internal controls, accounting, and auditing principles and techniques to enable the provision of expert advice and counsel;
- Knowledge of financial systems and related controls;
- Extensive knowledge of strategic planning, procurement, risk management, and negotiation strategies;
- Excellent Communications skills (e.g. written, presentation, and interpersonal),

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- Ability to mediate, negotiate, consult, and manage issues to achieve financial objectives and business needs; and
- Knowledge of government priorities and operating environment, including government's decision-making process and central agencies.

STRATEGIC LEADER BEHAVIOURAL COMPETENCIES

- **Building Strategic Alliances** involves knowledge and skills to engage in internal and external stakeholder analysis and to negotiate agreements and alliances based on a full understanding of power and politics.
- **Vision and Goal Setting** involves knowledge and skills in establishing official and operative goals for the organization/units and to establish a system of measuring the effectiveness of goal attainment.
- **Creating and Managing Change** involves knowledge and skills to manage the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change, and facilitating the implementation of successful change actions.
- **Solving Problems Creatively** involves knowledge and skills in fostering creative problem-solving in the organization through critical reflection, problem analysis, risk assessment, and rewarding innovation.
- **Promoting Empowerment** involves knowledge and skills in using processes such as delegation and information sharing to enhance subordinate ownership and empowerment over their task and performance.
- **Building Executive Presence** involves knowledge and skills in influencing others and having an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.
- **Motivating for Peak Performance** involves knowledge and skills in using motivational techniques such as job design, role clarification, reward systems, and performance appraisal to motivate optimum subordinate performance.
- **Building Team Orientation** involves knowledge and skills in developing group identity, participative decision making, and open and effective communication.
- **Negotiating/Conflict Management** involves knowledge and skills to engage in two-party/multi-party negotiations and to facilitate third-party intervention or mediation into conflict situations.
- **Communicating Effectively** involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Building a Trust-Based Relationship** requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency. Building a trust-based relationship requires a high level of consciousness of the experience of Indigenous people with Crown relations. It assumes that strengths abound in Indigenous people, cultures, and communities.