

Position:	<b>Benchmark Job #248</b>
Ministry:	Various
Working Title:	<b>Manager, Finance and Administration</b>
Branch:	Various
Level:	Range 21
Location:	Various
NOC Code:	1221

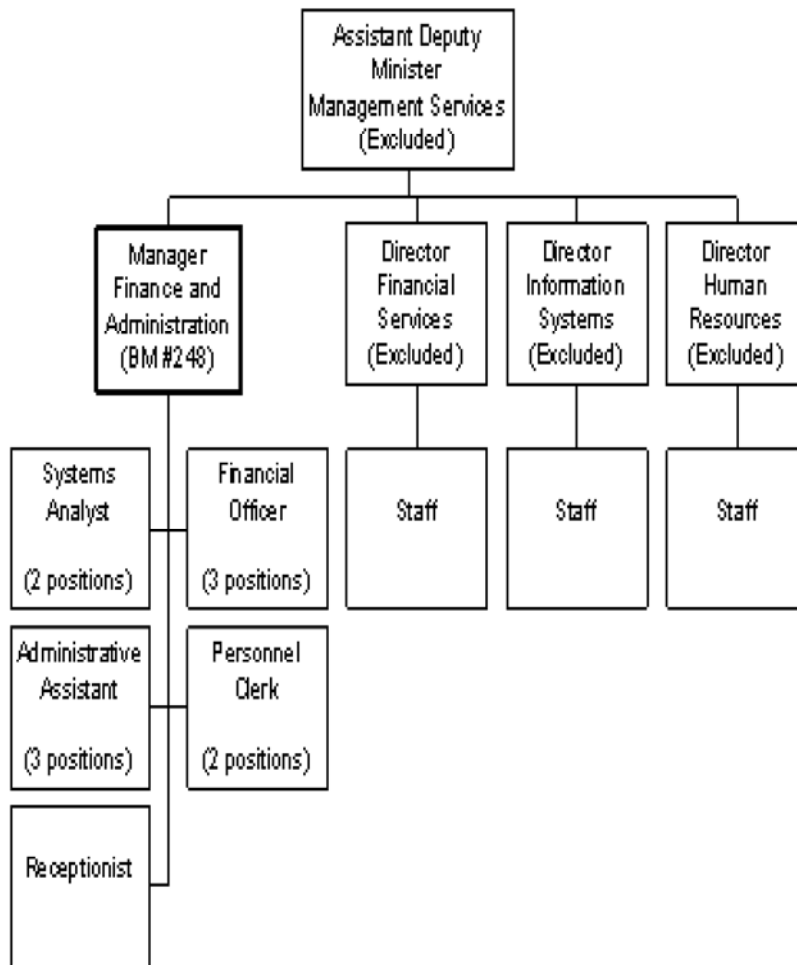
## PRIMARY FUNCTION

To coordinate financial and administrative services for a division including contract administration and human resources services.

## JOB DUTIES AND TASKS

1. Performs budget and financial administration
  - a. develops and controls the budget for the division including developing budget proposals, monitoring expenditures and providing budget advice and support relating to such issues as revenue and recovery to the program directors
  - b. consolidates program budgets into the division budget
  - c. provides advice on contract administration, develops contract terms and specifications, identifies bonding and insurance requirements, evaluates proposals and exercises spending authority to \$50,000 for contracts
  - d. exercises spending authority on program budgets, totaling more than \$6.5 million, including budget allocation and resolves issues on payments
  - e. participates with staff from the Internal Audit Branch, Ministry of Finance and Corporate Relations in a variety of audits
  - f. provides financial management reports and information to program directors to assist in resource utilization and management decision making
  - g. develops division financial processes and reporting systems
2. Provides administrative services for the division
  - a. coordinates asset and inventory procurement and control of office furniture and equipment and space allocation
  - b. assesses the hardware, software and LAN services needs for the division and recommends financial and human resources systems enhancements
  - c. represents the division at ministry-wide administrative committees
  - d. oversees the division's records management activities and coordinates Freedom of Information requests
3. Performs human resources services for the division
  - a. participates in the recruitment of division staff
  - b. administers personnel activities including staffing, occupational health and safety and labour relations and provides related advice to the program directors
  - c. develops the division's training plan
  - d. resolves conflicts between managers and staff

- e. approves overtime, vacation and other leaves
  - f. represents the ministry at Step 2 in the grievance procedure
4. Supervises staff (11 FTEs)
- a. supervises staff, including hiring and training
  - b. plans, assigns and reviews work
  - c. sets work priorities and standards
  - d. conducts formal performance appraisals of work performed



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<b>JOB KNOWLEDGE</b>  Understand the principles of financial and business administration to analyze division budget needs, comprised of several program budgets, coordinate asset and inventory procurement and space allocation and identify hardware, software and LAN services needs in support of all programs in a division.	G	250
2	<b>MENTAL DEMANDS</b>	G	200

	Judgement to modify financial, administrative and human resources approaches in response to new or changed circumstances to develop and control the division budget, initiate and administer contracts, assess and recommend financial and human resources systems enhancements and provide advise to program directors on personnel issues.		
3	<b>INTERPERSONAL COMMUNICATIONS SKILLS</b>  Persuasion required to use basic counselling skills to discuss and explain performance problems with employees supervised and provide advice for improvement.	D	45
4	<b>PHYSICAL CO-ORDINATION AND DEXTERITY</b>  Some coordination and dexterity required to operate a calculator and keyboard with a minimal requirement for speed to prepare financial reports.	B	10
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>  Guided by general financial and administrative policies and procedures, applies accepted work methods in a different way to consolidate program budget submissions, coordinate asset and inventory procurement and space allocation and identify hardware, software and LAN services needs in support of division programs .	E	120
6	<b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>  Major financial responsibility to be accountable for program budgets, including using discretion to allocate funds, for a budget in excess of \$2.5 million.	G	58

<b>FACTOR</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>POINTS</b>
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS / INFORMATION</b> Significant responsibility to control office furniture, equipment and space allocation.	D	22.5
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise employees and appraise performance (11 FTEs).	DG	23
9	<b>RESPONSIBILITY FOR WELL BEING / SAFETY OF OTHERS</b> Limited care and attention to calm angry employees referred by subordinate staff.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently focus on financial documents.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to financial documents.	C	12
12	<b>SURROUNDINGS</b> Exposure to regular unpleasant dealings with upset employees referred by subordinate staff.	B	4
13	<b>HAZARDS</b> Minimal exposure to hazards from regular keyboarding.	A	2

Total Points: 768.5

Level: Range 21