

**TITLE: BUSINESS MANAGER**

**CLASSIFICATION: BAND 3**

**JOB OVERVIEW**

*The Business Manager oversees the delivery of a diverse range of financial management, human and physical resources and administrative services ensuring the appropriate resources, policy practices and controls are in place. The Business Manager is responsible for establishing priorities, allocating resources and resolving issues affecting the BA. The position is responsible for implementing business practices reflective of the private sector to provide benchmark information for provincial timber pricing.*

**ACCOUNTABILITIES**

- Establishes an effective financial, performance management and accountability framework aligned with the business area goals and objectives, and integrated with BCTS, ministry and government wide frameworks.
- Manages and maintains an effective cost accounting system and asserts to the adequacy and completeness of internal financial controls.
- Ensures financial transactions were duly authorized and that financial statements are accurate and complete.
- Manages interactions with external financial auditors.
- Directs the administration of a BA including prioritizing and allocating the financial, human and physical resources, monitoring and reporting budget and performance measures, analyzing risk and negotiating shifts in resources, ensuring effective service agreement delivery and implementing cost controls.
- Leads the development and implementation of the BA business plan.
- Provides expert advice supporting the development of provincial policies and advises on the interpretation and application of legislation, regulations, policy and procedures.
- Provides managerial oversight of contracts ensuring effective contract management framework and adherence to policy, procedure and legislative requirements.
- Provides managerial oversight of timber sales license administration to ensure legislative, policy and procedures met.
- Leads continuous improvement activities to increase efficiencies and profitability and effectiveness.
- Provides strategic direction for the development and implementation of innovative and cost effective alternatives and manages the implementation of change, resolving conflicts and resistance.
- Supervises staff including assignment of work, development and evaluation of performance plans, approval of leave, response to grievances and initiation of discipline processes.
- Works in partnership with the Public Service Agency to recruit, provide interpretation of collective agreements and implement legislation, policy and directives.

**JOB REQUIREMENTS**

- University or college degree in accounting, business administration, public administration, or commerce, and three years (gained within the last five years) of directly related experience in a financial or accounting role.

Or

- An equivalent education and experience such as a diploma in accounting, business administration, public administration, or commerce, or unrelated degree or diploma and five years (gained within the last seven) of experience related to financial or accounting role.
- Experience developing, managing and delivering programs or services related to financial or administrative services, strategic business planning, and procurement.
- Experience in business planning, contract administration, budget management, risk management and internal financial controls.
- Experience in program administration including allocating resources, leading and coaching diverse teams and supervising staff.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

#### **PREFERENCE STATEMENT**

- Professional accounting designation preferred (CPA).

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Basic knowledge of the structures and mandates of the Ministry of Forests, Lands and Natural Resource Operations and BC Timber Sales.
- Knowledge of accounting and financial reporting.
- Knowledge of performance management.
- Knowledge of business planning and budget management.
- Knowledge of risk management and internal controls.
- Knowledge of procurement and contract administration.
- Knowledge of human resource management.
- Ability to lead strategic and business planning.
- Ability to develop, implement or work within performance management and accountability frameworks.
- Ability to utilize financial and business data to make business decisions and recommendations.
- Ability to build and maintain cooperative and productive relationships and effectively liaising with internal and external stakeholders.

#### **BEHAVIOURAL COMPETENCIES**

- Business Acumen is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs. (L3)
- Impact and Influence is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations of negotiation skills to achieve the desired results. (L4)
- Leadership implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly. (L5)

- Relationship Building is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc. (L3)
- Results Orientation is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation. (L4)
- Service Orientation implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client. (L4)
- Strategic Orientation is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices. (L5)