

Job Class Profile: Cash Management and Investment Officer**Pay Level: CG-36 Point Band: 790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	1	4	6	5	5	1	1	
Points	280	83	6	19	180	108	103	21	11	811

JOB SUMMARY

The Cash Management and Investment Officer performs highly responsible specialized financial management work in controlling and managing the excess cash flow of the Province. Work includes controlling and monitoring the province's short term cash investment portfolio, purchasing foreign currencies for debt servicing and administration of the Treasury Bill Program.

Key and Periodic Activities

- Prepares and updates annual cash flow projections for the Province.
- Invests cash surpluses in the Canadian and Global Money market.
- Purchases of foreign exchange for debt servicing purposes.
- Administers the province's Treasury Bill Program.
- Arranges short term financing to cover periods of cash deficiencies.
- Produces reports on the provinces daily cash position.
- Supports the administration of the Bank Loan Guarantee program for fish harvesters.
- Prepares annual budget amounts and monthly monitoring for provincial investment revenues.
- Prepares annual Public Accounts submissions for purchases and maturities of investments.
- Produces reports on the issuance of T bills for the House of Assembly, Bank of Canada and other bond rating agencies.
- Administers tender for the financial markets news service.

SKILL**Knowledge****General and Specific Knowledge:**

- Global financial markets.
- Economics.
- Accounting.

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Business (Commerce/Finance or Accounting), and

Canadian Securities Course.

Years of Experience:

- Minimum: 1 to 2 years of experience.

Competencies:

- Uses various computer software programs such as spreadsheets, word processors and databases.
- Ability to analyze and assess multiple investments globally.

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listening, asking questions to get information, and providing routine information to others.
- Skills are used to gather information from Professional Advisors regarding the performance of Canadian currency in the Foreign Exchange market and relaying that information back to make informed decisions around investments.
- Communications occur with employees within the immediate work area and departments, supervisors and managers, and others outside the organization (i.e. foreign exchange personnel and commercial banking officials), and with provincial or federal government representatives and departmental executives.

EFFORT

Physical Effort

- Work demands do not result in considerable fatigue requiring periods of rest.
- Constantly required to perform fine finger/precision work while operating a computer entering and manipulating data in electronic documents by using a mouse and keyboard.
- Occasionally required to lift supplies, etc., weighing less than 10 lbs.
- Work provides the opportunity to stand and walk within the office environment.

Concentration

- **Visual** concentration includes constant operation of a computer for reporting, reading and analysis of banking information.
- **Auditory** concentration is required regularly for phone conversations and meetings.
- Constant **interruptions** occur and **time pressures include deadlines** for opportunities to purchase foreign exchange transactions or money market investments.

Complexity

- Tasks and activities are different but allow the use of similar skills and knowledge.
- Problems vary and range from being well-defined with obvious solutions to requiring creative problem definition and analysis and solution development.
- Typical challenges involve the timing and method to purchase foreign exchange. Financial market volatility requires constant monitoring of international currency markets.
- The Financial Administration Act governs all currency purchases. Commercial banks and investment agencies are available to provide advice and guidance.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Work tasks and activities are highly monitored and controlled. — Investment decisions regarding the type (broker/bank) and term can be made independently without supervisor/manager approval. — Under certain financial conditions more approval (direction) is required from the Manager/Supervisor. — Independent discretion is required to manage the Province's Treasury Program guided by sound financial practices and the Financial Administration Act.
Impact
<ul style="list-style-type: none"> — Generally has impact within immediate work area, within department and outside the organization. — Work results directly impact the finances of the province (i.e. currencies must be purchased at the lowest dollar cost to the province using sound financial practices) and corporate image (i.e. credit rating of province can be affected by a poor investment strategy). — Work tasks are moderately prescribed but linked to the volatility of the global financial market (certain investments carry a higher risk than others). — The consequences of errors or mistakes are mitigated by a series of checks and balances with final purchase approval requiring a supervisor's signature and authorization.
Development and Leadership of Others
<ul style="list-style-type: none"> — No supervisory or development and leadership functions are required.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — Not required to take any special precautions or wear safety equipment. — No adverse environmental conditions.