

Job Class Profile: Financial Officer**Pay Level: CG-34 Point Band: 742-765**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	2	5	5	4	4	1	2	
Points	280	67	13	24	150	87	83	21	21	746

JOB SUMMARY

The Financial Officer is responsible for financial analysis and management work in support of a major department or agency of government.

Key and Periodic Activities:

- Analyses, initiates and maintains internal financial control systems to ensure proper recording and safeguarding of assets.
- Prepares cash flow projections, annual financial statements and budgets.
- Ensures timely and accurate payment of interest, contributions and principle amounts related to debt servicing.
- Prepares current and capital budget submissions and supporting documentation and provides continuous monitoring when approved.
- Provides interpretation and advisory support to divisional staff concerning financial legislation and policies related to tendering, purchasing, payment processing, approval authorities, consultant appointments and contract commitments.
- Prepares financial assessment of funding proposals to determine eligibility.
- Processes financial claims submitted on projects in accordance with agreements.
- Conducts financial compliance audits on funded projects and administers disbursement of funds. Audits information to determine eligibility of clients.
- Provides support and advice to project sponsors relating to support programs. Reviews, assesses and ranks applications based on program criteria and various project categories.
- Performs analysis of accounts and initiates action for payments and/or creates payment plans.
- Creates and maintain salary projection data.
- Reviews and approves purchase requisitions.

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

- Accounting principles and procedures such as GAAP (Generally Accepted Accounting Principles)

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Business Administration or Bachelor of Commerce, and Professional Designation such as CMA/CA/CGA

Years of Experience:

- Minimum: 2 - 3 years of experience

Competencies:

- Analytical skills
- Written and verbal communication skills
- Lending and debt instruments
- Computer software skills (word processing, spreadsheet and database management)

Interpersonal Skills

- A range of interpersonal skills such as listening, asking questions, gathering and providing information are required when interacting with clients on various financial issues; providing details related to program budgets and cash flows and providing clarification on policies for the purpose of financial processing and analysis. Additionally, may be required to negotiate contracts and agreements.
- Communications occur with employees, peers, supervisors or managers, with other government/agency representatives, executive personnel and professional associations.
- Most significant contacts are: supervisor/manager (to discuss client files and issues, seek direction and review work); clients (provide advice and support on application process and status as well as eligible expenses and final report requirements); bank personnel (to obtain information on interest rates).

EFFORT**Physical Effort**

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Occasionally required to lift or move objects less than 10 lbs such as boxes of files, particularly at year-end.
- Occasionally travel is required to other parts of the province to complete compliance reviews.
- Majority of work involves using a computer and sitting at a desk for extended periods of time, therefore, fine finger and precision work is a requirement.

Concentration

- **Visual** concentration involves staring at a computer screen to read and analyze financial data and prepare reports using various computer applications.
- **Auditory** concentration includes listening to ensure understanding of information requested from clients as well as management staff (type of financial information and analysis required). Also, understanding of information being sought from various sources, such as banks (interest rates), clients (details on funding requests).
- Activities analyzing financial data and reports and preparing financial statements can be **repetitious** and require alertness.

- **Time pressures and deadlines** are experienced as a result of numerous financial reports having prescribed deadlines (monthly, quarterly, annually) as well as year-end processing.
- **Exact results and precision** are required when inputting statistical data, reading and understanding legal forms and financial instruments such as letters of credit or performance bonds and when assessing applications and claims.

Complexity

- Tasks and activities range from repetitive/well defined such as performing audits, to different but related, such as analyzing and processing financial claims and preparing financial statements, allowing for the use of similar skills and knowledge.
- Typical challenges/problems/issues include determining eligibility for funding for sponsored programs; dealing with contract discrepancies; and recommending changes in policy relative to financial disclosure and reporting requirements.
- Challenges/problems/issues can be addressed by following procedures and/or guidelines, however, occasionally they must be defined and practical solutions found such as preparing client funding offers. Applications are unique and require disbursement, repayment, and terms and condition clauses to be tailored to reflect authorization.
- Reference material available includes policies and procedures, acts and regulations, as well as external documents such as CICA handbook and accounting research papers.

RESPONSIBILITY

Accountability and Decision-Making

- Instructs and advises staff regarding comprehensive accounting and financial policies and review documentation to ensure compliance with agreements and contracts.
- Project approvals, payment requests, new program policies, disbursing funds under approved agreements, investing, and administrative matters such as travel must be approved by supervisor.
- Policies and procedures exist for many of the tasks and activities performed and with a number of programs that are sponsored by the organization. Discretion and judgement must be used when dealing with individuals seeking funding and in dealing with confidential information.
- Work is performed with considerable independence and initiative.

Impact

- Typically work has impact internally within the immediate work area, department, and externally on customers/clients/general public. Resources impacted include processes and systems, information and finances.
- Errors are generally identified by the internal control system and although unlikely, could have a significant financial impact.

Development and Leadership of Others

- There is no supervision of staff.
- May provide advice and guidance employees.

WORKING CONDITIONS**Environmental Working Conditions**

- Safety equipment and/or precautions are not required, nor is there any likelihood for injuries or illnesses resulting from hazards.
- Travel is required on an occasional basis to perform compliance audits.
- Only undesirable working condition present is occasional exposure to glare from a computer screen.