

Job Class Profile: Petroleum Projects Financial Analyst**Pay Level: CG-39 Point Band: 882-915**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	4	2	4	7	5	6	1	2	
Points	327	67	13	19	210	108	124	21	21	910

JOB SUMMARY

The Petroleum Projects Financial Analyst is responsible for the detailed assessment of major projects, particularly in the oil and gas sector and for providing strategic fiscal advice for administrative, policy and negotiation process.

Key and Periodic Activities

- Reviews and analyzes royalty returns and financial statements submitted by petroleum companies.
- Prepares forecast monitoring reports and conducts variance analysis, both on a monthly and annual basis.
- Participates in the preparation of position papers on behalf of government for policy decisions and negotiation with major project proponents.
- Plans, organizes and conducts projects and prepares reports relative to the petroleum industry reporting standards and specific areas of petroleum industry reporting.
- Develops and implements appropriate policies, practices and procedures for the administration of petroleum revenues as well as ensuring that appropriate information and data is captured through these practices and procedures to support the Province's accounting, auditing, monitoring and forecasting needs.
- Meets with representatives of the petroleum companies to provide consultation, guidance and general assistance relative to the province's royalty regime, accountability, reporting and compliance issues.

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

- Royalty regimes and associated agreements.
- Financial Analysis

Formal Education and/or Certification(s):**Minimum:**

- Graduation from a recognized college or university with a degree in commerce, business administration preferably with a specialization in accounting/auditing; professional accounting

designation (CGA, CMA or CA).

Years of Experience:

- Minimum: 3-5 years of experience in financial analysis preferably related to the province's energy sector.

Competencies:

- Analytical skills
- Good oral and written communication skills
- Report writing

Interpersonal Skills

- A range of interpersonal skills are used daily to perform activities such as listening to information from others and to give proper advice or direction, asking questions to get information, gaining the cooperation of others to complete work assignments, communicating complex financial information and working in a confidential environment.
- Communication occurs with employees in the immediate work area, employees within and outside the department, supervisors or managers and employees of petroleum companies.
- Most significant contacts are employees in the immediate work area, employees within the department, and employees of petroleum companies.

EFFORT

Physical Effort

- Work demands do not result in considerable fatigue requiring periods of rest.
- There may be an occasional to regular requirement to lift/move objects, such as files and records up to 10 lbs.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Constant fine finger/precision work while analyzing financial information and producing reports.

Concentration

- **Visual concentration** is constant while entering data into a spreadsheet and analyzing royalty returns and financial statements and reviewing supporting documentation related to project costs claimed, petroleum volumes sold and quoted sales prices.
- **Auditory concentration** is regular when discussing work assignments with co-workers, supervisor or petroleum organizations.
- Regularly impacted by **interruptions** and **multiple time pressures/deadlines** with a **lack of control over work pace** (i.e. reporting deadlines, monthly monitoring reports, etc.).
- **Eye hand coordination** is required to work on spreadsheets and perform computer work.
- **Exact results and precision** are constantly required when correctly and accurately entering numerical data and performing financial analysis in reviewing and analyzing royalty returns and financial statements from petroleum companies.

Complexity

- Work typically involves tasks that are similar and require similar knowledge and skills.

- Problems require analysis and interpretation in order to report and provide advice to management. Problems need to be defined and practical solutions found working within defined standard work processes.
- Prepares forecast monitoring reports and conducts variance analysis; reviews and analyzes royalty returns and financial statements; prepares position papers on behalf of government for policy decisions and negotiation with major project proponents.
- Required to keep abreast of royalty regimes and associated agreements in addition to financial reporting.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed with independence and initiative under the general direction of a superior and evaluated through reports, conferences, discussions and analysis of results achieved.
- Provides strategic fiscal advice for administrative, policy and negotiation purposes.
- Discretion and independence of action is exercised during the review and analysis of royalty returns and financial statements and in the preparation of government position papers for policy decisions and negotiations.

Impact

- Impacts generally affect immediate work area, department, outside the department, clients, and the general public.
- Work activities impact processes, systems, information and finances.
- Plans, organizes and conducts projects and prepares reports relative to the petroleum industry reporting standards and specific areas of petroleum industry reporting.
- Develops and implements appropriate policies, practices and procedures for the administration of petroleum revenues as well as ensuring that appropriate information and data is captured through these practices and procedures to support the Province's accounting, auditing, monitoring and forecasting needs.
- Inaccurate reporting can result in poor administrative, policy and negotiating decisions made based on inaccurate financial information.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Development and leadership responsibilities include providing general direction, consultation and assistance to representatives of the petroleum companies.

WORKING CONDITIONS

Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- There is limited likelihood for injuries or illnesses resulting from hazards.
- May occasionally experience unusual/distracting noise, glare from computer monitors and lack of privacy.