

Job Class Profile: Senior Account Officer

Pay Level: CG-43 **Point Band:** 1038-1081

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	8	7	1	4	8	6	6	1	1	
Points	373	117	6	19	240	130	124	21	11	1041

JOB SUMMARY

The Senior Account Officer is responsible for providing advanced senior level project and account management services in support of business and economic development in the Province.

Responsibilities include carrying out a variety of risk-management activities from identification through to disposition of accounts and/or project opportunities. Through provision of appropriate inputs to the Department's internal and external communications activities, advice provided as departmental resource for business opportunity and support assessments and specific project and account management activities the incumbent's work may have significant economic impact on business development opportunities, strategic sector opportunities and/or strategic economic development plans.

Key and Periodic Activities

- Reviews and assesses concept papers (overview of business plan), in terms of program eligibility, competition and other factors and expected financial viability. Feedback is provided to the potential applicant on eligibility and whether or not they should proceed with a full application.
- Conducts analysis and due diligence on business plans and applications for funding submitted to the department.
- Prepares Presentations for Funding and/or Cabinet Papers. Completes all associated documentation, such as, funding documents, briefing notes, etc.
- Negotiates structure of funding arrangements between the province and proponents. Assists with the preparation of the contribution agreement.
- Performs due diligence checks on applications (i.e. qualitative analysis including competition, market, management, technology, etc.; and quantitative analysis to assess the viability of the project).
- Reviews and provides feedback on concept papers submitted to the department.
- Provides support to special project implementation teams (i.e. Loan Administration Program)
- Performs business tax incentive reviews (i.e. monitors tax competitiveness of the province and makes recommendations to Cabinet that would improve the tax environment).
- Attends monthly staff meetings, participates in departmental training and other activities as required.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Specialized knowledge of business plan reviews for a variety of sectors and industries. — Advanced expertise in finance and/or accounting. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Undergraduate Degree in Business (Commerce) — Additionally: Accounting designation (i.e. Chartered Accountant, Certified Management Accountant, Certified General Accountant) <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 3-4 years <p>Competencies:</p> <ul style="list-style-type: none"> — Develops new solutions to address new problems. — Provides advice to others. — Writes correspondence such as; simple letters, memos, reports, policies and other documentation. — Proof-reads, edits and formats a variety of documents. — Strong research, analytical, and assessment skills. — Uses various computer software programs such as spreadsheets, word processors, presentation, and databases.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used including listening to information from other people, asking questions to get information, providing routine information and direction to others, communicating complex information and direction to others, providing expert advice and counselling, providing feedback and guidance to Business Attraction Group on concept papers, gaining the cooperation of others to complete work tasks, conducts formal interviews and presentations to executive level staff regarding various business plans, negotiating agreements/structuring deals with clients and performing due diligence which involves asking the client the right questions to obtain all necessary information to make a decision. — Communications occur with employees within the immediate work area, department, other departments including supervisors, managers and executive staff and outside the organization including private business owners, industry representatives and municipal and federal government representatives. — Most significant contacts are Executive (i.e. Deputy Minister, Assistant Deputy Minister, and Directors), Clients/Applicants, and other departmental employees.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands do not result in considerable fatigue requiring periods of rest. — Work provides the opportunity to occasionally stand and walk within the office environment. — Constantly required to perform fine finger/precision work while sitting operating a keyboard

and mouse.

Concentration

- **Visual concentration** is constant while reviewing financial information and business plan analysis.
- **Auditory concentration** is required for listening to business clients and questions regarding business plans/applications for funding.
- Regularly impacted by **interruptions** and multiple **time pressures/deadlines** with a **lack of control over work pace** (i.e. deadlines for analysis, cabinet papers, etc.).
- **Exact results and precision** are required when negotiating structured funding arrangements and for information to be presented to executive staff or included in Cabinet Papers.

Complexity

- Work involves a series of tasks and activities which are typically different and unrelated requiring a broad range of skills and diversity of knowledge.
- Task tends to be diverse involving a wide variety of responsibilities and situations.
- Problems need to be defined and practical solutions found requiring creative problem definition, analysis and development of complex solutions. Work can have strategic and/or policy significance.
- The most typical challenge or problem is the uniqueness of each applicant because of the particular sector, financial position, ownership structure, etc. Funding arrangement must be creative and unique to satisfy the demands of the client while mitigating the risk of the province and providing sound stewardship of public funds. A balance must be struck on simplicity, risk mitigation, etc. to develop unique solutions to satisfy all stakeholders. Works with proponents to make their application attractive to the province. Work requires advanced expertise in finance and/or accounting field.
- Policies, procedures, guidelines and Executive guidance are available to assist and address issues and challenges.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed and controlled.
- Decisions can be made when carrying out due diligence on applications received. This involves: designing the correct questions to ask the proponent, performing financial analysis, surveying industry experts to determine the overall feasibility of the plan, etc.
- Has autonomy to determine if an applicant should be brought forward to the funding committee and whether funding support should be recommended. Can negotiate the terms of funding agreements with business clients within set parameters.
- Requires supervisor's approval for final review of the business analysis and the presentation for funding before it goes to the committee.
- Work tasks involving due diligence, provision of feedback to clients on their concept papers and draft business plans; and the releasing of confidential information are completed using discretion and independent judgment.

Impact

- Impacts generally affect department, outside the department, and clients and the general public.
- Work activities impact finances and the corporate image.
- Once approval for funding is granted the information becomes public. The Department and government can be scrutinized by competitors and this could have a negative impact on the government's image. If a proponent who receives funding fails, this could have a significant financial impact on the province.
- In the event of a mistake or error the consequence is directly felt on immediate work area and department.
- Legislation, policies, and procedures are in place to minimize these errors (i.e. approval committees, departmental representation, etc.).

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Assigned a project lead role when a proponent makes an application for funding to the government.

WORKING CONDITIONS**Environmental Working Conditions**

- Does not require any special precautions or safety equipment.
- Limited likelihood of minor cuts, bruises, abrasions or minor illnesses.
- No unusual adverse environmental conditions exist.