



# Financial Services Officer 1

Job Description

## CLASSIFICATION JOB INFORMATION

SAP Job ID:	90005871
Position/Classification Title:	Financial Services Officer 1
Pay Grade:	TE 18
Add-On Eligibility:	True
Standardized:	No
Inactive	No
Date Last Evaluated:	5/28/2025

## JOB INFORMATION

Job/Working Title:	Junior Financial Analyst
Department:	Finance and Treasury Board
Division/Section:	Financial Advisory Services
Reports To (Position Title):	Financial Services Officer 3 - 90002516
Exclusion Status:	Non-Excluded

## OVERALL PURPOSE

Under the general supervision of the Coordinator Financial Advisory Services, this position supports the collection, compilation, preparation, and analysis of financial reports used in budgeting and business planning processes. In addition, this position provides a full range of general accounting and administration actions including the administering fund disbursements to external service providers and service recipients

## KEY RESPONSIBILITIES

Supports the financial transaction approval and reconciliation process which includes the development, implementation and ensuring sufficient data, documentation and audit trails exist to support the financial transactions.
Prepare and confirm monthly updates to spreadsheet applications and compose/ prepare written communications of the results.
Provides information and recommendations to financial staff on matters relating to accounting and audit procedures, financial policies, and government financial reporting system (SAP).
Review and process monthly submissions for payments to external providers.
Prepare and confirm accuracy of external providers' payment disbursements on a bi-weekly, monthly, and annual cycle.
Support the primary liaison regarding financial data inquiries, payment breakdowns, missing payments, and any other discrepancies.
Monitor and analysing financial reports, and financial cost drivers provided by external providers.
Assist the Financial Services Team by compiling data for the preparation and distribution of annual budgets.
The incumbent will also support the process that reconciles monthly all expenditure/revenue and asset/liability accounts and takes corrective action when necessary. Creates electronic spreadsheets to support current balances. Provides financial and analytical support to ensure accuracy of financial reports.

Analyzes and maintains budget expenditures and revenues, monthly forecasts, annual estimates and make recommendation based on analysis.

This position also assists in the framework for accountability and control, ensures integrity of financial information and provides accurate and timely information to support department goals

May perform other related duties as assigned

In addition to the duties and responsibilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

## PEOPLE MANAGEMENT

Type of Role	<input checked="" type="checkbox"/> <b>Individual Contributor</b>	Manages/Supervises People
Other Resources (e.g., Internal/External Project Resources, Consultants, Students, Casuals, etc.)		

## SCOPE

<b>Contacts (Typical):</b>	Within Government: Major financial contact with departmental program management dealing with program issues  Outside of Government: Regular contact with external service providers on various financial issues Regular contact with auditors Contact as required with general public
<b>Innovation:</b>	The financial service officer is expected to have a sound working knowledge of accounting, finance and Departmental procedures and policies. Talent and diplomacy in fostering working relationships with service providers, boards, government officials and the public. Awareness of regulations and policies and generally accepted accounting/auditing principles is expected. Ability to utilize spreadsheet applications, read/understand reports and handle administrative detail is essential. Must also possess the ability to work independently and as part of a team
<b>Decision Making:</b>	Direct Responsibility: The financial services officer supports the position that is directly responsible for ensuring the accuracy, timeliness, and adequacy of the information and accounting records for the Financial Advisory Services section; must be a self-starter, able to work independently, be flexible and determine own priorities and workflow.  Indirect Responsibility: The analysis provided by the financial service officer will have an indirect impact on decisions and recommendations made by the Executive Director, Director of Finance and the Financial Advisors, distribution of funding and short and long-term planning of the department
<b>Impact of Results:</b>	Results achieved affect the productivity and effectiveness of the financial advisory services section along with impacting stakeholders and service providers' financial reports and cash flow
<b>Other:</b>	

## LICENSES/CERTIFICATIONS

## WORKING CONDITIONS

## **Physical Effort**

Work activities involve rotating positions of light physical activities, requiring little physical effort and/or easy muscle movements. Majority of time is spent in a comfortable office setting, with some site visits as required, and frequent opportunity to move about and/or change positions.

## **Physical Environment**

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

## **Sensory Attention**

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is moderate.

## **Psychological Pressures**

Work activities are performed in an environment with occasional exposure to one or more psychological pressures (e.g., deadlines, repetitive work, moderate unpleasant public/client situations, etc.). Has the ability to largely control the pace of work with few interruptions. The degree of psychological stress is not noticeably disruptive to the work, and the unpleasant reaction is not too strong/persistent. Disruption to personal life due to work, work schedules or travel is moderate.

**Additional Information:**

**Data From Conversion:**