

## CLASSIFICATION JOB INFORMATION

SAP Job ID:	90004197
Position/Classification Title:	Executive Director Financial Advisory Services
Pay Grade:	EC 15
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	9/12/2019

## JOB INFORMATION

Job/Working Title:	Executive Director Financial Advisory Services
Department:	Finance and Treasury Board
Division/Section:	Financial Advisory Services
Reports To (Position Title):	
Exclusion Status:	Excluded

## OVERALL PURPOSE

Provides overall strategic leadership in developing, leading and managing the budgetary planning process inclusive of department(s) capital budget plan(s), the integration of the budgetary and departmental business planning process, expenditure control, and accounting for revenue, capital and operating costs in accordance with departmental and government policies, regulations and procedures.

Provides strategic advice and assistance to deputy minister(s), associate deputy minister(s), and chief executive officer(s) on strategies to assist them in meeting their fiscal objectives in the broader context of government's overall objectives of fiscal sustainability. Provides executive leadership in the development of government policies and programs involving complex financial issues.

This position is accountable for the development, implementation, maintenance and continued improvement of a complex range of services including financial advisory services; accounting and internal control; budgeting and forecasting; year-end financial reporting responsibilities which include a significant role with the annual audit; and administrative services in a complex matrix environment. This position is critical to the success of the client departments and agencies in delivering the mandated programs and services in the most cost effective and efficient manner.

## KEY RESPONSIBILITIES

Provides executive leadership and direction designing, developing and delivering a department(s) financial management strategy and/or control environment. Prepares integrated long-term strategies and solutions, annual business plans, financial policies/procedures, funding methodologies, and operational reviews ensuring they align with departmental/governmental strategy.

Advises departmental senior executive staff and elected officials. Provides expert business/financial advice to other provincial departments; and collaborate with executive colleagues on departmental/interdepartmental initiatives that have a financial impact to government.

Provides strategic and operational financial and policy advice to Senior Management in the design and delivery of their operations with respect to optimization of resource management, mitigation of financial risks, internal controls, and program performance management.

Executive lead on developing and administering financial management policies and procedures in accordance with Generally Accepted Accounting Principles (GAAP) for the Public Sector, Finance Act, Public Service Act and other relevant legislation and provincial policy to ensure strategic and operational financial advice is available to executive management, line management and staff for effective decision making. Provides expert advice/input on emerging policy and financial reporting changes that may have an impact on government's financial results. Contribute to the integrity, objectivity and fair representation of the Province's consolidated statements.

Leads a management team of professionals in designing, developing and delivering the department(s) financial advisory services, policies, and programs, to ensure business strategies, plans, processes, funding

methodologies, replacement and renewal plans are developed, and priorities evaluated for Nova Scotians and to ensure government meets its fiscal policy objectives. Provides leadership and expertise to the department(s) and FAS staff by directing a comprehensive operational, capital and revenue budget and forecast process that integrates business and financial planning ensuring department(s) budget(s) and forecasts are aligned with departmental and corporate priorities.
Consults, and seeks to gain consensus with Treasury Board Office and Executive Council Office regarding financial management strategies to ensure they align with Government priorities and direction received from Executive Council and/ or Treasury and Policy Board. Develop and foster relationships with internal and external stakeholders/clients in a collaborative manner.
Responsible to review a variety of Cabinet Submissions and presentations (R&Rs, MEC, RFLs, PSRs etc.). This requires a broad knowledge base of the Client Groups' programs, policies, legislation as well as overall government policies and strategic direction.
Provide final sign-off authority on timely, accurate, validated reports to meet statutory, policy and management requirements including Federal/Provincial cost-share arrangements.
Provide executive oversight for the department(s) financial stewardship processes including audit, risk management, financial controls, and compliance. Presents financial information to senior officials and executive management.
Oversees the effective management of human and financial resources by setting and evaluating staff performance targets, advising and supporting departmental staff with their roles in business plan and budget management responsibilities, promoting diversity and a healthy workplace, demonstrating the leadership competencies, respecting corporate human resource practices, promoting teamwork and individual development, mentoring staff, maintaining internal communication, monitoring revenue and expenditures, ensuring procurement guidelines are followed, acquiring goods and services in the most cost effective manner, and accurately forecasting and budgeting financial resources.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities 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.)

## SCOPE

<b>Contacts (Typical):</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>- Minister(s)/Deputy Minister(s)/CEO(s) of client department(s); departmental Executive teams, departmental Senior Leadership teams, and departmental staff of client department(s); management and staff of branches and divisions within client department(s).</li> <li>- Regularly consults with Senior staff of Treasury Board Office and Executive Council Office to ensure they are fully cognizant of the financial requirements of the client department(s) and agencies and the impacts of decisions.</li> <li>- Deals directly with the Ministers in a range of financial and program issues and advises the Ministers during Estimate debates in the Legislature.</li> <li>- Occasionally appears before and supports submissions to Executive Council, Public Accounts Committee and other senior government entities.</li> <li>- Other Departmental Ministers and Deputy Ministers on collaborative and unique issues (routinely), Department of Finance and Treasury Board Executive (daily/weekly), Executives of other government departments (daily/weekly).</li> <li>- The Executive Director provides expert advice on a wide range of issues on an immediate and without notice basis to Ministers of the Crown, MLAs and senior officials across government.</li> <li>- There is frequent collaboration with Treasury Board Office, Executive Council Office, Office of the Auditor General, Internal Audit, Government Accounting and outside accounting firms on common issues.</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>- May be required to meet with the official opposition party representatives for information and education on the financial status and challenges facing government.</li> <li>- Consulting firms on requests for proposals and general procurement; contracted services; audit and issues of fraud.</li> </ul>
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	<ul style="list-style-type: none"> <li>- Audiences such as Agencies, Boards and Commissions, Advocacy Groups, Labour Unions, Chamber of Commerce, and general public to provided education on departmental issues.</li> <li>- Members of federal and/or municipal governments (ie. federal/provincial cost-shared grants; shared projects/programs.)</li> <li>- Media for public relations inquiries on department(s) funding issues including federal programs.</li> </ul> <p>Memberships</p> <ul style="list-style-type: none"> <li>- Participate as a member of several internal to government and external to government Committees as required.</li> <li>- Participates on strategic initiative committees as Chair, CO-Chair and/or business advisor.</li> <li>- NS Government Senior Financial Executive Forum.</li> <li>- Chartered Professional Accountants of Canada (CPA) member in good standing.</li> </ul>
<b>Innovation:</b>	<p>This role is highly self-directed. The Executive Director uses such skills as; creativity, innovation, constructive thinking, an in-depth knowledge to negotiate; resolve policy issues; gather information, and to develop strategies in order to ensure the Client(s) are delivering on their mandates. The skills required in this area must be very sophisticated and are critical for the success of the incumbent. Economic growth, social/environmental factors and overarching legislation and regulations in the department(s) impact demands and pose significant business challenges including need to operate within numerous fiscal constraints requiring above average creative and innovative skills and solutions to maintain fiscal targets is essential. Must be able to provide solutions/alternatives to complex technical accounting issues that require constructive thinking and interpretation/application of Generally Accepted Accounting Principles (GAAP), government policy and legislation within a broad context using both financial and non-financial information. The incumbent must possess the ability to identify business and financial strategic opportunities and take initiative for, but not limited to; seeking new and efficient ways for doing business, often through non-traditional means; creative funding strategies and convincing government leaders to accept decisions which may be politically unpopular or innovative from an operational and economic/environmental/social perspective.</p> <p>These challenges are additionally impacted by:</p> <ul style="list-style-type: none"> <li>- Shifting social needs of Nova Scotians due to aging populations and regional population changes</li> <li>- Realignment of government priorities</li> <li>- Changing financial reporting standards, legislative requirements and public transparency</li> </ul> <p>Drawing on previous experiences with a proven ability to accomplish goals and objectives, the Executive Director regularly undertakes problems where precedent may not exist or where the challenge is to derive a mutually acceptable solution that addresses diverging needs. The role often requires analysis of multiple dimensions of a problem using novel approaches to meet the needs of a diverse group of stakeholders.</p>
<b>Decision Making:</b>	<p>The Executive Director has the authority to make decision within the framework of legislation, standards/policies, professional expertise/knowledge, current research and financial expectations for the Client Group. Decisions are a result of thorough analysis, professional judgement, inclusive of multiple elements and a full awareness and appreciation of specific programs and funding parameters as well how the outcome would affect other Departments and the Government's mandate.</p> <p>Decisions are made using specialized technical knowledge and professional judgement relying on accounting standards (PSAB, GAAP), government policies and procedures, the Provincial Finance Act and the approved business plan/budget for the Client Group. Decisions typically involve multiple elements,</p>

	<p>are of a strategic nature and often have time as a factor.</p> <p>Decisions referred to the Deputy Minister would be those that would require a deviation from established policy, legislation, professional financial guidelines, TPB directives or are politically sensitive in nature and final hiring approval in the Financial Advisory Services Unit.</p>
<b>Impact of Results:</b>	<p>Makes decisions and recommendations that have a measurable impact on the achievement of departmental goals and objectives and the opportunity to influence the government agenda in defining the content and focus of financial information presented directly to Ministers, Deputy Ministers, CEOs and Senior Executives.</p> <p>Results achieved directly impact on the ability of the Province to provide cost-effective, sustainable, mandated programs and services for Nova Scotians and governments ability to meet its fiscal objectives which directly and most significantly impact the viability of the provincial economy.</p> <p>Ensuring accuracy and integrity of financial information presented to executive management is crucial for decision-making, strategic planning, forecasting and policy/program development/implementation. In-depth knowledge of the client's programs, financial issues and challenges, as well as professional judgement and experience is required to make an appropriate assessment of the issue(s) and understand the impact of recommendations on the department's ability to meet its objectives.</p>

#### People Management:

	# Direct Resources Managed	# Indirect Resources Managed
<b>Additional Information (if required):</b>	<p>This Job Reports to:</p> <p>Direct Report: Associate Deputy Minister Finance and Treasury Board. Dotted line reporting to the Deputy Minister(s)/Chief Executive Officer(s) of client department(s). Collaborates with Senior Officials and Departmental Executive(s) on intergovernmental financial issues.</p> <p>Job Titles and number of incumbents reporting to this job: (if applicable)</p> <p>Typically: Director of Financial Advisory Services (1-2) and/or Manager of Financial Advisory Services (1-3) Administrative Assistant</p> <p>Full staff complement (including direct reports) will vary depending on assigned client department(s), ABC(s) and PSV(s).</p>	

#### LICENSES/CERTIFICATIONS

<b>Data From Conversion:</b>	<p>In addition to the knowledge, skills and abilities outlined in the job description, there may be assignment specific requirements. For example, French language, drivers license or membership in an employment equity group.</p> <p>If a credential, license, trade certification, or professional designation is required to fulfill the duties of this job, include it in this section (ex: P. Eng., CA, Journey person Certificate). Do not include qualifications or experience. When recruiting for Bargaining Unit positions, please refer to the Approved Qualifications Guides for minimum education and experience requirements located on MyHR.</p> <p>Due to the complexity and evolving nature of financial reporting and requirements, and the critical nature of the forward-thinking, strategic advice provided, this position requires that it be occupied by a very experienced, sophisticated and creative, strategic thinking leader who is in possession of a recognized accounting designation, and a strong understanding of service delivery and operational challenges of Nova Scotia.</p>
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## WORKING CONDITIONS

### Physical Effort

Minimal - Work activities involve alternating positions of light physical activities, which cause little physical effort. Majority of time of spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety at easy muscle movements

### Physical Environment

Minimal - Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions, and/or a remote possibility of risk of accident or health hazards.

### Sensory Attention

Moderate - Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work is moderate.

### Psychological Pressures

Moderate - Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent, e.g., pressure or deadlines, quotas or need for accuracy, unpleasant public or client contacts, probable concern about unpleasant situations, repetitious work, and or some disruption of personal life because of work, work schedules or need to travel.

Examples/ Additional Information:	
	<p>A Physical Environment</p> <p>Works in a comfortable office, regularly required to travel by car/walk to client meetings.</p> <p>B Physical Effort</p> <p>Comfortable working position with frequent opportunity to move around.</p> <p>C Sensory Attention</p> <p>Daily listening and reading to assimilate information. There is a regular need to read correspondence, position papers, cabinet submissions and listen to stakeholders, clients, staff and colleagues both inperson, via telephone and e-mail. Back-to-back and overlapping, high priority meetings all day is common especially due to the number of clients competing for the Executive Director’s time. The frequency, volume, urgency and magnitude of issues that must be addressed and responded to each day is exceptionally high with significant fiscal implications. Ability to stay on top of the fast-paced set of issues coming in daily from numerous clients is very challenging and requires a high degree of organization, focus, broad operational understanding, and problem-solving abilities.</p> <p>D Mental Pressures</p> <p>There is a need to balance priorities, meet deadlines, balance conflicting views and achieve specific and accurate outcomes often within a very tight time frame. There is a need to constantly re-evaluate competing priorities to determine the best use of the client group’s financial and human resources. The demands for the Executive Director’s time in a multi Department and entity FAS unit can be very significant. This also contributes to job satisfaction because the variety of issues arising keeps the job interesting. The demand of the job necessitates flexibly in the hours of the workday with the potential for significant overtime especially during peak seasons (however, overtime requirements can be unpredictable and required on short notice). There is a definite disruption to personal life.</p>
Data From Conversion:	