

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90005877
Position/Classification Title:	Executive Director Financial Advisory Services
Pay Grade:	EC 16
Add-On Eligibility:	True
Standardized:	No
Inactive	No
Date Last Evaluated:	9/10/2025

JOB INFORMATION

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

OVERALL PURPOSE

The Executive Director of Financial Advisory Services (FAS) holds a pivotable leadership role in delivering the financial mandate of the Department of Finance and Treasury Board by providing strategic financial and operational advice to client departments, agencies, and offices. Leading a team of financial professionals within a FAS unit, the Executive Director ensures effective financial management in support of diverse programs and services.

As a key member of the Department's executive leadership, this role shapes both departmental and client strategy. It provides expert guidance on complex financial matters, supports policy implementation, and drives operational efficiency. The Executive Director plays an instrumental role in helping client departments deliver their mandates in a fiscally responsible, cost-effective, and accountable manner.

KEY RESPONSIBILITIES

Strategic Financial Leadership - Leads the development, implementation, and continuous improvement of financial advisory services including budgeting and forecasting for operating and capital expenditures and revenues, accounting and internal controls, year-end financial reporting, and audit support. Designs and delivers integrated long-term financial strategies, funding methodologies, and operational reviews aligned with government priorities. Provides high-level strategic, operational, and policy advice to senior leaders, including the Minister, Deputy Minister, and Associate Deputy Minister. Provides strategic oversight and leadership for tangible capital assets (TCA) programs for provincial capital projects including Crown corporations, provincial agencies, health authorities and Regional Education Centres. Oversees the development of policies and procedures for proper asset reporting for Treasury and Policy Board, client departments and external stakeholders. Ensures third party cost-sharing agreements are adhered to including accounting, reporting and auditing of all external claims.

Departmental Planning & Resource Management - Leads the department's fiscal planning and funding negotiations, ensuring alignment with corporate objectives and policies, Treasury Board Office (TBO) directives, and enabling the achievement of departmental goals. Provides leadership and expertise to departments and FAS staff in overseeing capital, operating, and revenue budget and forecast processes that integrate financial and business planning across client departments. Ensures effective management of financial resources, compliance with procurement policies, accurate forecasting, and cost-effective operations. Leads the Departmental fiscal and planning process through a multifaceted, strategically formulated process which involves providing critical strategic financial advice and direction to the Minister, Deputy Minister and Associate Deputy Minister to successfully negotiate funding levels which enable the Department to achieve goals identified in the department's Business Plan.

Governance, Policy & Risk - Oversees the development and application of financial policies and procedures in line with GAAP for the Public Sector, Finance Act, Public Service Act, and other legislation. Provides executive oversight of financial stewardship, including internal controls for operational, cost sharing and tangible capital asset budgets; audit, risk management, compliance, and reporting. Reviews and signs off on submissions to Executive Council, which require an in depth understanding of client programs, policies, and legislation. Develops and maintains positive relationships with third-party service providers, ensuring contract compliance and risk mitigation. This may include evaluating and selecting service providers, negotiating contracts, facilitating communication, monitoring performance, providing feedback, and resolving issues that arise to ensure high-quality service, efficient operations and client satisfaction.

Innovation & Systems Leadership - Strengthens the FAS corporate service model by promoting strategic thinking, innovation, and collaborative partnerships, to ensure effective workflows and impactful client experiences and relationships. Works with IT Services to plan and implement financial systems that support departmental service delivery and improve workflow efficiency.

Interdepartmental & External Partnerships - Accountable for establishing and managing strategic partnerships with all departments and agencies, municipal and federal stakeholders, and government funded entities by developing and maintaining strong relationships with clients; facilitating and negotiating through conflicting priorities; collaborating with departments on opportunities for expanding service delivery models to support their mandates as well as the priorities of government. Ensures engagement with Treasury Board Office, Government Accounting, and Executive Council Office to align financial strategies with government-wide goals.

Organizational Leadership & People Management - Builds a high-performing, engaged team through effective leadership, performance management, and staff development. This may include acting as a vital link between the Department of Finance and Treasury Board and regional operations of the client department, ensuring regular communication and coordination, and providing guidance, support and direction to financial staff in order to optimize performance.. Promotes a positive, inclusive workplace culture focused on collaboration, innovation, diversity, and employee well-being. Oversees human resource management including performance evaluations, mentoring, and internal communications.

Executive Support - Leads, reviews, and approves briefing materials for the Minister and Deputy Minister in support of the annual budget and legislative sessions. Ensures financial implications of transactions and decisions are communicated clearly to senior officials and integrated into departmental business plans.

Operational Excellence - Develops internal control frameworks for operational, capital, and cost-sharing arrangements, ensuring reliability, efficiency, and compliance. Identifies and addresses cross-unit issues and opportunities to streamline services and share innovations across FAS.

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	Individual Contributor X Manages/Supervises People
# of Direct Reports	2-5

Classifications/Titles of Direct Reports	<p>Dotted line reporting to the Deputy Minister(s)/Chief Executive Officer(s) of client department(s).</p> <p>Direct Reports: Varies depending upon the FAS unit and Client Group.</p> <p>Full staff complement (including direct reports) will vary depending on assigned client department(s), ABC(s) and PSV(s). Typically, 2-5 direct reports (Director of Financial Advisory Services and/or Manager of Advisory Services, and Administrative Assistant).</p>
# of Indirect Reports	10-40
Other Resources (e.g., Internal/External Project Resources, Consultants, Students, Casuals, etc.)	

SCOPE

Contacts (Typical):	<p>Internal:</p> <ul style="list-style-type: none"> - Frequent contact with Minister(s)/Deputy Minister(s)/CEO(s) of client department(s) and agencies; 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) and other divisions of the Department of Finance and Treasury Board. - NS Government Senior Financial Executive Forum. <p>External:</p> <ul style="list-style-type: none"> - Maintains effective working relationships with the federal government, external agencies and boards, and with other provincial and municipal officials. Other key contacts include government officials, contractors, consultants, industry representatives and professional associations. <p>Memberships:</p> <ul style="list-style-type: none"> - May participate as a member of several internal to government and external to government committees as required.
Innovation:	<p>This highly self-directed role requires the Executive Director to apply creativity, innovation, and in-depth knowledge to negotiate, resolve policy issues, gather information, and develop strategies that ensure clients meet their mandates. Advanced skills in these areas are crucial for success, especially given the economic, social, and regulatory challenges the department faces. The role demands solutions to complex technical accounting issues, requiring the application of GAAP, government policy, and legislation.</p> <p>The Executive Director must identify strategic business and financial opportunities, often using creative and non-traditional methods, such as innovative funding strategies and persuading leaders to accept politically or economically challenging decisions. Staying at the forefront of best practices in financial advisory services, including financial reporting, team management, corporate governance, and strategy development, is essential.</p> <p>This position must establish linkages and partnerships with other departments and external service providers to ensure there are adequate financial resources to deliver a broad range of programs and services in an environment where there are changing and competing priorities for financial resources.</p> <p>With proven experience, the Executive Director addresses complex problems with novel solutions, often navigating issues without precedents to meet the diverse needs of stakeholders.</p>

Decision Making:	<p>The Executive Director has authority to make strategic decisions within legislative, policy, financial, and professional frameworks, ensuring effective use of Financial Advisory Services (FAS) resources across government. Decisions are based on thorough analysis, professional judgement, and an understanding of program impacts, funding parameters, and broader government mandates.</p> <p>Using specialized knowledge and accounting standards (PSAB, GAAP), decisions are made within the scope of the Finance Act, government policies, and approved budgets. Issues escalated to the Deputy Minister typically involve deviations from policy, legislation, or financial guidelines, or matters of political sensitivity or final hiring authority.</p> <p>Responsibilities that include accounting for capital projects are complex and require sound professional judgement. Capital projects have a direct impact on the Province's net debt and the debt to GDP metric.</p>
Impact of Results:	<p>The Executive Director's decisions and recommendations significantly impact departmental goals and the government's financial agenda, influencing the content and focus of financial information presented to senior leaders. These outcomes directly affect the province's ability to provide cost-effective, sustainable services and meet fiscal objectives, which are critical to the provincial economy's viability.</p> <p>Ensuring the accuracy and integrity of financial data for executive management is vital for decision-making, strategic planning, and policy development. In-depth knowledge of the client's programs and financial challenges, along with professional judgment, is essential to assess issues and understand the impact of recommendations on departmental objectives.</p>
Other:	

LICENSES/CERTIFICATIONS

Chartered Professional Accountants of Canada (CPA) member in good standing or suitable equivalency.

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

Custom Description:

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 in person, 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.

Psychological Pressures

Work activities are performed in an environment with frequent exposure to psychological pressure conditions where the psychological stress is noticeable (e.g., conflicting/competing deadlines, dealing with angry/demanding customers/clients on a continued basis, etc.). There is limited capability to control the pace of work and the number of disruptions, and concern exists about occurrence of dangerous situations. Disruption to personal life due to work, work schedules or travel is considerable.

Additional Information:	
Data From Conversion:	