

GOVERNMENT OF NUNAVUT

POSITION DESCRIPTION

Date:	January 25, 2022	Position Number:	03-00549
Position:	Director, Financial Reporting & Controls		
Incumbent:	Vacant		
Reports to:	Comptroller General (03-00526)		
Location:	Iqaluit	Effective:	

Jeff Chown, Deputy Minister of Finance

Date

General Accountability

Reporting to the Comptroller General, the Director, Financial Reporting and Controls (Director), is accountable for the preparation and publication of the annual Public Accounts for Nunavut as required in the Financial Administration Act (FAA) and for providing accurate and timely financial reports and information on the Government of Nunavut (GN)'s financial position and operational results. The Director serves as the principal liaison between the GN and personnel from the Office of the Auditor General (OAG) for the purposes of the annual financial audit of the GN Public Accounts.

The Director is key to the management and maintenance of the government-wide accounting and reporting framework, including controls, to ensure overall quality and integrity in terms of accuracy, completeness and appropriateness of financial information and compliance with established accounting principles and public sector accounting standards.

Organizational Structure

The Director is one of eight (8) staff members reporting to the Comptroller General. The other seven (7) are:

Assistant Comptroller General
Director, Financial System Management
Chief Internal Auditor
Manager, Financial Management Development
Senior Fiscal Advisor – FAM
Senior Financial Advisor
Executive Secretary

Subordinates

The Director has a staff of eleven (11) employees reporting directly or indirectly to it.

The three (3) who report directly to the Director, Financial Reporting & Controls, are:

Manager, Financial Reporting

Manager, Financial Controls

Senior Financial Advisor

Nature and Scope

With an annual budget of \$1.7 million, the Director provides leadership for and directs the day-to-day operations of the Financial Reporting and Controls Division of the Department of Finance.

The Financial Reporting and Controls Division prepares and publishes the GN consolidated and non-consolidated Public Accounts and issues various other financial information reports as required. Public Accounts, the GN's annual financial statement, is a complex report of financial information prepared in accordance with Generally Accepted Accounting Principles and Public Sector Accounting Guidelines and audited by staff from the OAG. The consolidation involves 12 GN departments and several GN agencies. Failure to collect and report accurate financial information on a timely basis would reduce public confidence in the Department of Finance and the GN as a whole.

The Financial Reporting and Controls Division manages the government-wide accounting framework as well as the control environment in which the GN's accounting information is processed, identifies and facilitates improvements on an on-going basis for the purpose of error, fraud, and misstatement prevention/detection. The Division provides support and guidance on internal controls to departments and government agencies and entities.

The Director maintains a current understanding of accounting theory and technical knowledge for the purpose of applying it to the Government financial reporting and administration processes and providing expert professional advice on a wide range of topics for the senior management of the GN.

Dimensions (2021/22)

O&M Budget \$1.76 million

Person Years 12 (including Director)

Capital Budget \$0

Specific Accountabilities

1. The GN's accounting system is very complex. There are 11 departments, 9 funds, 6 votes, and several agencies and the staff in the departments and agencies are spread out over a massive land area in more than 25 communities.

The Director is responsible for the preparation and completion of all GN internal and external financial reporting required by legislation and for other purposes. This is accomplished by working closely with the Manager, Financial Reporting.

- Plans, co-ordinates, directs and reviews work at all stages leading to the completion, publication and tabling in the Legislative Assembly of the GN's Interim Financial Report and Consolidated and Non-consolidated Public Accounts within established and mandated deadlines.
- Maintains and provides to departments and agencies information, instructions and expert guidance and technical assistance for year-end and other reporting purposes and ensures the collection and analysis of all needed data and the meeting of critical milestones.
- Engages departmental and agency managers in defining, reviewing, validating and accepting financial information to be reported.
- Identifies and implements appropriate courses of action when difficulties are encountered in the year-end process.
- Prepares briefing notes on financial reporting issues, prepares and delivers presentations and participates in Legislative Assembly hearings into matters of financial reporting.
- Develops responses to recommendations issued by the OAG and by the Standing Committee on Government Operations and Accountability and, where necessary, follows up on commitments made.
- Maintains ongoing communication with the staff of the OAG to ensure the successful completion of financial audits and the resulting statements.
- Prepares the annual Comptroller General's Statement pursuant to Section 51(1) of the FAA, for the approval of the Comptroller General.

2. The Director ensures that a sound control framework is in place for the management of data postings to general ledger accounts and sundry control and clearing accounts. Effective operation of controls is a critical component of the overall accounting system control environment and in addressing potential exposures to risk throughout different operational processes.

3. The Director is responsible for the maintenance of the general ledger chart of accounts and the vendor/customer database as well as maintaining other critical accounting system tables.

The Director, working closely with the Manager, Financial Controls, is responsible for and oversees the timely reconciliation and analysis of the GN's bank accounts and liability, clearing and control accounts.

The Director is responsible for the management of the Division's records and documents to meet the public policy requirements set out in the FAA and other legislation.

4. The Director, Financial Reporting and Controls, is instrumental in managing and developing a successful team of 11 professional and support staff.

- Establishing the budget, work plans and priorities for the Division and staff.
- Recruitment and staffing of positions.
- Coordination, monitoring and review of work of staff and providing direction and advice.
- Carrying out performance appraisals.
- Providing an environment and opportunities for professional and personal development of staff.

5. The Director maintains an up-to-date and thorough knowledge of current Canadian financial and public sector accounting standards, principles, guidelines, policies, practices and procedures and financial legislation, regulations and directives, assesses the impact of planned or implemented changes, and provides interpretations and explanations to departmental and other government officials and staff.

Knowledge, Skills and Abilities

Technical Knowledge

- Strong computer spreadsheet skills and word processing skills.
- Knowledge and ability to use CaseWare or similar financial statement software
- Solid background in and understanding of an automated/integrated complex accounting system.
- In-depth knowledge of the application of the recommendations contained within the Canadian Institute of Chartered Accountants Accounting Handbook and Assurance Handbook.
- In-depth knowledge of the application of the recommendations contained within the Canadian Institute of Chartered Accountants Public Sector Accounting Handbook.
- Significant experience leading the preparation of complex financial statements, preferably in the public sector.
- Theories, principles and practices of Human Resources Management .

Managerial or Supervisory Skills

- Strong supervisory and leadership skills including delegation, on the job training and performance management.
- Ability to develop and effectively disseminate information such as year-end manuals as well as provide advice and support to department financial personnel, and coordinating the collection, review, and validation of year-end submissions.
- Ability to adjust to a constantly changing, fast passed financial reporting environment where the infrastructure is evolving and inputs may not always adhere to requirements.

- Ability to find innovative ways to collect input requirements in an environment where staffing levels/skills may not always be sufficient to comply with information requests.
- An ability to find solutions that resolve problems while rewarding and empowering technical staff requires a commitment to excellence in interpersonal relations and a commitment to achieving appropriate technical results.
- Ability to work within a diverse cultural, functional and technological environment.

Contacts and Communications Skills

- As the person responsible for the preparation of the year-end manual and annual year-end plan, must be able to communicate the plan to all involved financial reporting personnel and Department Financial Managers/Directors of Corporate Services and resolve day-to-day issues as they come up.
- As the lead contact for the staff of the OAG must be able to understand the requirements of the OAG staff and respond to questions raised by the OAG in an accurate and timely manner as required during the annual audit.
- The position requires excellent verbal and written communication skills to ensure that timely, appropriate action is taken with respect to the collection and preparation of information for public accounts and for accounting system reconciliation and control. The position requires excellent interpersonal skills to lead, influence, and achieve results while maintaining/respecting positive relations.

Problem Solving

- Requires extraordinary interpersonal, management and technical skills to effectively manage bank reconciliation and account reconciliation in a complex environment.
- As the person responsible for managing the year-end process in a complex environment, must possess extraordinary interpersonal and management skills as well as the ability to focus on what is mission critical.
- Requires comprehensive computer skills, a willingness to acquire new skills, and an ability to transfer the knowledge to others through formal and informal training.

Qualification Requirements

- Professional Accounting Designation (CPA)
- 3 years management experience
- 5 years of experience leading the preparation of complex financial statements, preferably in the public sector or a complex private sector environment.
- Fluency in more than one of Nunavut's official languages is an asset

This is a Position of Trust. Clean Criminal Record Check is required.