

Ministry: Forests
Branch: Financial Management Branch
Location: Victoria

Working Title: **Financial Policy and Procedures Analyst**
Level: Range 18
Classification: Financial Officer

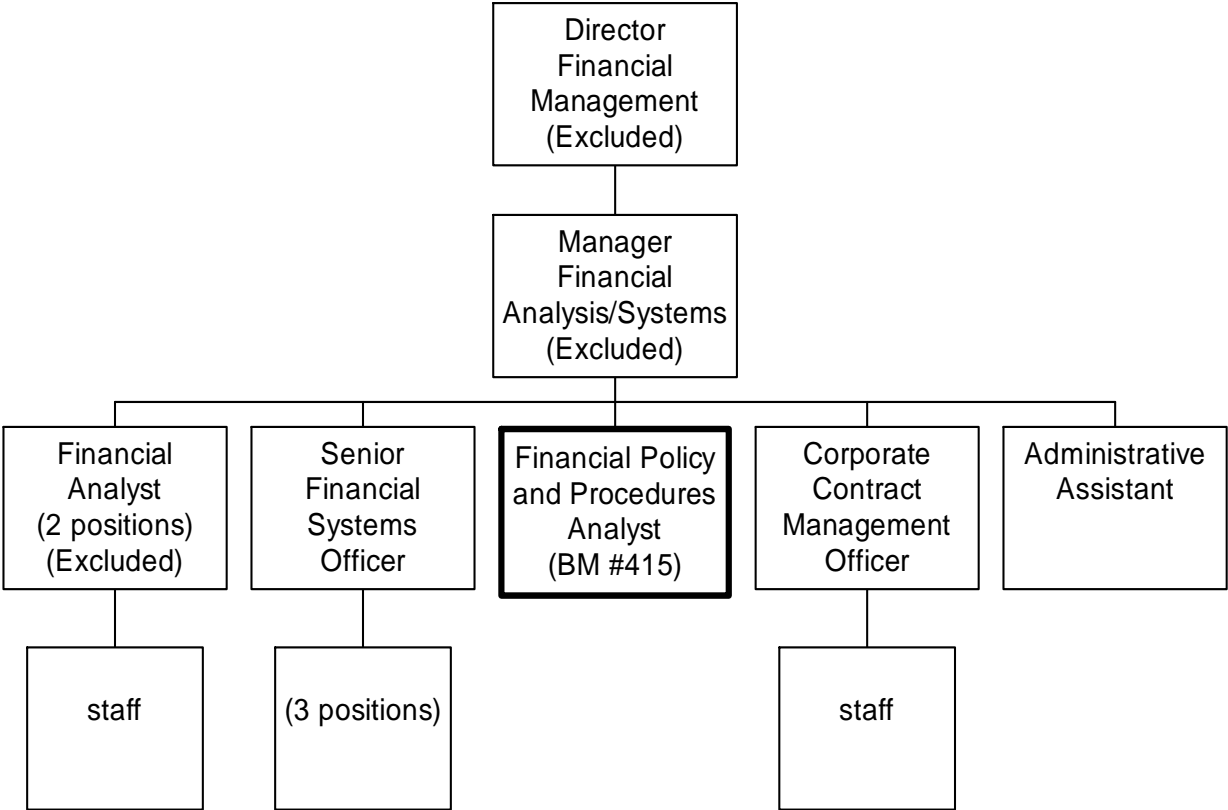
PRIMARY FUNCTION

To conduct financial and contract management analysis and develop and maintain ministry financial management procedures and signing authorities.

JOB DUTIES AND TASKS

1. Analyzes current government and ministry financial management procedures
 - a. reviews and analyzes central agency policies and procedures, legislation and other ministries' systems and processes to identify gaps and assess the appropriateness of ministry financial management procedures and practices
 - b. analyzes historical ministry operating policies and procedures to determine previous ministry positions on issues
 - c. drafts ministry financial management procedures such as those relating to the Ministry Payment Authority System
2. Reviews and analyzes financial and contract management documents
 - a. travels to ministry offices located in the regions, districts or branches to conduct reviews
 - b. exchanges information with staff to explain financial management procedures and collect information on financial management practices
 - c. reviews financial documents such as invoices, contracts, payment documents, contract files and other background material for adherence to ministry policies, procedures and standards, and observes and notes trends in practices
 - d. as a member of a review team, reviews documentation such as contracts, and processes to ensure compliance with procedures
 - e. documents results of reviews, develops working papers, including recommending improved procedures or practices
3. Administers the ministry signing authorities system as a Signing Authority Officer
 - a. provides advice and interpretation on signing authority issues, policies and procedures
 - b. develops and maintains signing authority procedures and training materials
 - c. initiates changes to signing authorities
 - d. determines if requests for new signing authorities are in compliance with government and ministry requirements, policies and procedures, approves or denies requests and, where necessary, recommends signing authority delegation for approval to the Deputy Minister
 - e. develops, maintains, recommends enhancements to, and reconciles signing authority databases
4. Performs other related duties
 - a. responds to inquiries from central agencies, other ministries and staff including inquiries from the government's policy information exchange network
 - b. maintains schedules for amendments to procedures
 - c. communicates procedures changes to ministry clients including coordinating the posting of procedures on the intranet
 - d. conducts training on financial management policies and procedures, including the signing authorities system

ORGANIZATION CHART
Benchmark Job #415



REASON FOR CLASSIFICATION

Benchmark Job #415

Job Title: Financial Policy and Procedures Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of financial management and spending authorities administration to analyze central agency financial management policies and procedures in order to draft ministry financial management and signing authorities procedures and conduct financial and contract management reviews to ensure compliance with policies and procedures.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of central agency policies and procedures and choose an approach using a combination of accepted methods to analyze central agency policies and procedures, draft ministry financial management and signing authorities procedures and administer the ministry signing authority system as the Ministry Signing Authorities Officer.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing explanation of central agency and ministry financial management policies and procedures.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to use a keyboard to draft financial management procedures with minimal speed.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by central agency policies and procedures, applies accepted work methods in a different way to provide technical financial management advice, including interpreting central agency policies and procedures, drafting ministry financial management and signing authorities procedures and administering the ministry signing authorities system as the Ministry Signing Authorities Officer.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to develop and recommend ministry-wide financial management procedures.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control financial management processes to ensure the quality of ministry financial information against central agency policies and procedures.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training on financial management policies and procedures.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to drive to field offices to conduct reviews, as the driver of convenience.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually focus on computer screens and source documents to draft financial management and signing authorities procedures	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screens and printed materials to analyze and draft ministry financial management and signing authorities procedures and training materials.	C	12
12	SURROUNDINGS Exposure to occasional overnight travel.	A	2
13	HAZARDS Limited exposure to hazards from frequently keyboarding to draft financial management and signing authorities procedures.	B	4

Total Points: 690

Level: Range 18