TITLE: FINANCE AND COMMUNICATIONS OFFICER **CLASSIFICATION:** FINANCIAL OFFICER 14

JOB OVERVIEW

Works within the Sport branch in the Ministry of Community, Sport and Cultural Development to provide financial analyst services and writing services to facilitate accurate and timely financial payments; budget reporting; and communication of ministry budget, policy and program information to internal and external clients.

ACCOUNTABILITIES

Required:

- Develops and calendarizes the annual budget (i.e. operating/capital/FTE budgets and may include Revenue/Recoveries budgets) in accordance with Ministry and Treasury Board requirements.
- Analyzes and develops forecasts and recommends options to maximize resource utilization and alignment with the Ministry Service Plan.
- Develops financial management reports and spreadsheets to track and monitor budgets, commitments and expenditures, ensure accuracy and completeness of information, and identify and resolve variances.
- Assesses changes in spending patterns and program priorities in order to recommend budget reallocations.
- Researches and analyzes proposals to identify and quantify financial impacts, provides advice, and recommends viable solutions.
- Develops and maintains financial controls and procedures, and monitors operations for adherence to financial policies.
- Assists policy analysts in the preparation of briefing notes, position/issue papers and the budget components of Treasury Board and Cabinet Submissions to support decision-making processes and submits to management for review.
- Connects with subject matter experts to research, gather and verify content from a variety of information sources (e.g., subject matter experts, ministry service plans, policies and legislation, branch operational plans and the internet).
- Writes and edits a variety of communication materials such as web content, articles, speaking notes, briefing notes, presentations and other written communication products.
- Ensures communication materials are accurate, appropriate in language and tone for the audience, consistent with ministry policy, and in compliance with government communications standards.
- Serves as a writing resource on ministry/program initiatives or projects by providing advice and guidance to managers and staff.
- Maintains information databases and provides ad hoc and/or regular reports and statistics.

- Examines all incoming letters to identify the issue and determine information needs.
- Drafts correspondence on a wide range of branch policies, programs, services and issues for the signature of the Minister, Deputy Minister, Assistant Deputy Minister or other ministry executive.
- Determines who should draft response if issues are too technical, sensitive or contentious in nature.
- Ensures that ministry responses address issues identified in incoming correspondence and are clear, concise and that messaging is consistent.
- Ensures that the proper tone and format is used according to ministry standards, Freedom of Information regulations and the overall objectives of the ministry.
- Tracks correspondence and ensures correspondence is completed and released in a timely manner
- Develops corporate responses to high-volume issues and writing campaigns.
- Solicits information, advice or assistance from other government ministries/agencies in preparing responses, and develops and/or coordinates cross-government correspondence as appropriate.
- Maintains statistics on correspondence.

JOB REQUIREMENTS

- Secondary school graduation plus formal financial management course work, or equivalent.
- Experience in conducting financial forecasts and analysis and in supporting budget evaluation processes.
- Experience coordinating the assembly of financial data for budget preparation.
- Experience developing financial statements and reports.
- Working knowledge of accounting principles.
- Experience drafting responses for internal and external clients.
- Strong organizational, time management and client service abilities.
- Experience working in a communications area is preferred.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry

BEHAVIOURAL COMPETENCIES

- **Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
- **Managing Organizational Resources** is the ability to understand and effectively manage organizational resources (e.g. People, materials, assets, budgets). This is demonstrated through measurement,

planning and control of resources to maximize results. It requires an evaluation of qualitative (e.g., client satisfaction) and quantitative (e.g., service costs) needs.

- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes, and generate solutions.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Communicating Effectively** involves good presentation skills (verbal and written), careful listening, problem framing and use of presentation technologies.