



# NTI JOB DESCRIPTION

GENERAL INFORMATION	
<b>Job Title</b>	Senior Advisor - Finance
<b>Division</b>	Department of Finance
<b>Title of Supervisor</b>	Chief Financial Officer
<b>Location of position</b>	Rankin Inlet, Nunavut
<b>Hay Point Rating</b>	
<b>Effective Date</b>	

NTI MISSION STATEMENT
<b>INUIT ECONOMIC, SOCIAL AND CULTURAL WELL-BEING THROUGH THE IMPLEMENTATION OF THE NUNAVUT LAND CLAIMS AGREEMENT</b>
POSITION PURPOSE
<p>The Senior Advisor - Finance will work closely with the Chief Financial Officer (CFO), providing direct support and guidance in the development and implementation of Nunavut Tunngavik Inc. (NTI)'s financial objectives, policies, procedures, and performance standards. Under the direction of the CFO, the Senior Advisor - Finance is responsible (1) assisting the CFO with overseeing the controllership function within the NTI Group of Companies, ensuring financial data is accurate and timely; (2) supporting the treasury function, which includes cash management, investments and borrowing; and these are achieved through assisting the CFO in the active (3) supervision of personnel. The Senior Advisor - Finance will also provide professional and managerial leadership to the CFO team as delegated by the CFO and when required, act with the delegated authority of the CFO as directed.</p>
SCOPE OF THE JOB
<p>The scope of the Senior Advisor - Finance duties covers the following areas:</p> <ul style="list-style-type: none"> <li>• Assist the CFO in supervising personnel in providing accounting services including training, scheduling, assigning and reviewing work, evaluating performance, performance coaching, recommending or carrying out various personnel actions and the professional development of Inuit staff.</li> <li>• Research, evaluate, develop and recommend general financial policies/procedures/manuals and modifications to existing methods to improve effectiveness and efficiency.</li> <li>• Assist the CFO in the preparation and review of financial statements, reconciliations and reports related to the financial affairs; provide information, specific analyses and appropriate training to others on financial and budgeting issues, etc.</li> <li>• Assist in review account activities to ensure accuracy and conformity with applicable controls and guidelines. Notify appropriate persons and/or take corrective actions as necessary. Review and strengthen financial and accounting internal controls to ensure protection of the financial resources.</li> </ul>

- Assist the CFO in the preparation/review of adjusting entries and schedules for annual audit; schedule audit and work with auditors in answering questions, providing necessary information and explaining accounting/financial system, review audit results and implement necessary/recommendation.
- Assist the CFO in coordinating the preparation of the annual budgets and other related documents. Analyze budget revenues/expenditures as needed. Prepare department budget requests and monitor expenditures for compliance with approved budget. Supervise the compilation and preparation of all budgets related to contribution agreements.
- Monitor account balances of visas, operating accounts and investment accounts for NTI and associated companies.
- Preparation of reports for the Chief Financial Officer and NTI senior managers in a regular and timely manner.
- Work closely with other Inuit organizations that have a financial relationship with NTI's Group of Companies.
- Other activities as directed by the Chief Financial Officer.

Presently the Group of Companies are:

Nunavut Tunngavik Inc (NTI)

Makigiaqta Inuit Training Corp (MITC)

Nunavut Inuit Resource Revenue Trust (NIRRT)

Nunavut Social Development Council (NSDC)

Nunavut Economic and Social Initiatives Inc. (NESII)

Nunavut Elders Pension Trust (NEPT)

Nunavut Elders Supplemental Trust (NEST)

Nunavut Tunngavik Foundation (NTF)

Qiviutaa Secretariat (NIWS)

Igluvut

Aqqusariaq

## **ACCOUNTABILITY – Freedom to Act and Impact & Magnitude**

### **Policy**

- The Senior Advisor - Finance is required to be familiar with all NTI policies;
- Identify the need for, assign and oversee development of required internal and/or external policies, procedures and manuals that relate to financial budgeting, control and reporting systems, accounting procedures and investment activities;
- Advise the CFO and other managers on policy issues related to the management and administration of funds within NTI;
- Circulate and promote Financial Management policies internally;
- Ensure that Finance Department policies and procedures are understood and followed;

### **Financial**

- Assist the CFO in the preparation of financial statements, estimates, summaries and other financial analyses and management reports quarterly, annually and as may be required for the above noted companies and third party funding;
- Assist the CFO to ensure that financial statements and audit working papers are prepared in time and ready for the auditors for the onsite phase of the annual audits for all companies;

- Assist in preparing budgets with NTI senior managers, and variance reports for NTI's consolidated budget of \$34M (NTI and affiliates annual budget oversight of **\$72M**) and identify funding gaps to make recommendations on budget shifts and amendments;
- Prepare revisions to departmental budget for review and approval by CFO;
- Ensure the safe retention and storage of historical accounting and legal records;

### **Financial Information Systems (FIS)**

- Directs, manages and utilizes multiple Financial Information Systems (FIS) to ensure that each entity/corporation within the NTI family is provided with high quality accurate and secure financial information to facilitate ongoing operations by:
  - ✓ Directing financial administrative staff and NTI management in the proper use, maintenance, data entry and retrieval, data security and integrity, budget preparation, report generation and overall systems functionality to best serve the financial information needs of NTI
  - ✓ Ensure staff are properly trained in the full function use of the appropriate FIS(s)
  - ✓ Monitor the full use of the FIS by NTI staff to ensure proper, secure and appropriate use of NTI's financial information
  - ✓ Approve within the FIS all appropriate levels of access, financial approval authorities and report generation capabilities for all staff in accordance with NTI Financial Policy and each staff members assigned responsibilities
  - ✓ Keep abreast of recent trends within new and emerging FIS technologies to ensure that NTI is best served now and into the future

### **Planning**

- Participate in the development of long-term objectives for the management of NTI Group of Companies revenues and assets;
- Participate in the preparation and management of an annual operating budget and consolidated funding request from Nunavut Trust for approximately \$72M (NTI, 3 Regional Inuit Associations and Inuit Heritage Trust), \$2.5M NHSP, \$20M MITC, \$1.2M NEPT, \$1.2 M for NEST, \$1.5M NTF for a grand total of **\$98M** annually.
- Participate in the development and implementation of long-term plans for NTI;
- Support the Finance Working Group (NTI CFO and 3 Regional Inuit Association Finance Directors) on matters that affect all organizations including the Nunavut Inuit Development Fund and Finance Committee.
- Support the NTI Group of Companies' Investment Advisory Committee (comprising of four external investment experts) on matters related to the development of investment policies, administration of financial investments, contracts with and performance of investment portfolio managers and monitoring the performance of individual portfolios.

### **Communication**

- Establish and maintain close communication and working relationships with all departments;
- Participate in the preparation of an annual departmental communications plan;
- Participate in finance departmental staff meetings;

### **Investments**

- With the CFO, manage NTI Group of Companies' investments in multiple accounts with a net book value of \$1.1B.
- Support the Investment Advisory Committee comprising of four external investment experts

### **Representing the Organization**

- On occasion, represent NTI Group of Companies in meetings and conferences or on committees and working groups relating to Finances and Investment, including the Finance Committee and Audit Committee.

## **NTI COMPETENCIES– Magnitude and depth of expected behaviors**

### **Action Management:**

- Develops detailed plans, including tasks, priorities, accountabilities, resources and milestones.
- Sets challenging but realistic goals that encourage high performance.
- Gives constructive feedback to employees in all departments.
- Consistently monitors the effectiveness of the work processes.

### **Adaptability and Flexibility:**

- Is flexible: adapts to changes in priorities, assigned responsibilities and management styles.
- Challenges team process by reviewing and suggesting improvements
- Manages multiple demands and timelines to get the job done.
- Changes procedures to meet evolving needs and situations

### **Cooperation and Collaboration:**

- Interacts and collaborates with all parties with an open mind.
- Respects cross-cultural perspectives and differences.
- Readily shares resources, expertise and information
- Acts to promote good morale and working relationships

Effective Interactive Communication:

- Easily clarifies complex ideas or concepts in terms that are appropriate with the individual/individuals involved
- Tactfully offers differing opinions in a way that maintains the dignity of the other party.
- Responds appropriately to on the spot questions
- Communicates calmly and respectfully in emotionally charged situations.

Impact and Influence:

- Appropriately understands and uses the internal dynamics of groups to facilitate acceptance of ideas and changes.
- Maintains a positive outlook and constructive attitude when faced with opposition.

Judgement/Analytical thinking:

- Ensures contingency plans exist for problems and situations that might occur
- Correctly analyses evolving circumstances and takes corrective action to meet deadlines.
- Actively seeks opportunities to try out new experiences and/or approaches
- Develops creative solutions for issues that may arise.

Partnering and Relationship Building:

- Develops collaborative relations and works with others for the common good
- Actively uses his or her network to identify opportunities, gather intelligence, or seek input to specific problems
- Builds effective work relationships through positive communication and outreach.
- Actively cultivates strong relationships with employees, and related organizations.

Team Leadership:

- Makes sure employees have the necessary tools, resources and information to do their work.
- Encourages employees to act autonomously and take calculated risks.
- Plans and organizes the team's work to improve delivery and performance.
- Works one-on-one with employees to better understand their strengths and contributions in their current role.

**Inuit Qaujimajangit:**

- Creates a welcoming and positive environment for others.
- Fosters good spirit by being open, welcoming and inclusive of new individuals.
- Places the needs of the group or community above his or her own interest.
- Promotes global connections between people through sharing in just and equitable ways.
- Views local and global issues as being overlapping, interdependent and dynamic, and uses this information when making decisions.
- Uses information and knowledge to improve society and the well-being of people around him or her.
- Is resourceful and seeks solutions through creativity, adaptability, and flexibility.
- Is flexible in responding to a rapidly changing world to improve the context in which Inuit live.
- Participates actively and enthusiastically in activities that help build the strength of the Inuit of Nunavut

**KNOWLEDGE, SKILLS AND ABILITIES - Managerial Know-How/Integration; practical/technical work and Human Relations/Communication Skills**

The following education, knowledge, skills and abilities are required:

- A thorough knowledge of NTI's structure and operations, its system of Corporate Governance, its Mission Statement, and the Board policies;
- Strong knowledge of the *Nunavut Agreement*;
- Good understanding of Not-for-profit accounting standards (GAAP);
- Good understanding of Charities and Trusts statutory requirements;
- A proven ability to deal simultaneously with multiple files;
- A proven ability to work with demanding deadlines;
- Strong problem-solving abilities;
- A proven ability to work in a politically sensitive environment;
- Proven effectiveness in managing staff;
- Ability to work under high levels of stress/pressure;
- Strong experience in developing and managing budgets;
- Proven ability to work effectively in a cross-cultural environment;
- Demonstrated sensitivity to Inuit issues;
- Good analytic skills;
- Proven skills in negotiations;
- Strong presentation skills;
- Effective writing skills;
- Good networking skills;
- Familiarity with government processes and direct northern experience in dealing with governments; and
- Spoken and written Inuktitut/Innuinaqtun language is desirable and willingness to learn is required.

## WORKING CONDITIONS

**Physical Effort:** *The combination of intensity, duration, and frequency of physical activity such as standing, sitting, bending, lifting, and/or working in awkward or constrained physical positions.*

- Long irregular work hours;
- Limited duty travel;
- Travel to communities in inclement weather;
- Frequent short notice deadlines;
- Politically sensitive issues may add to stress.

**Physical Environment:** *The combination of intensity, duration and frequency of exposure to factors in the environment such as exposure to disagreeable conditions such as dust, noise, extreme heat or cold, and/or exposure to health or accidental hazards.*

Work in office environments.

**Sensory Attention:** *The combination of intensity, duration, and frequency of concentration required such as sustained attention required for tasks such as analyzing complex documents, effecting repairs where precision is important, and/or intense listening.*

- Reading detailed documents, studying and researching;
- Focused listening;
- Long-term computer use may cause eyestrain, back and wrist pain.

**Mental Stress:** *The combination of intensity, duration, and frequency of exposure to physical and environmental factors such as tight deadlines, competing pressures, unpleasant public or client contacts, and/or disruption of personal life due to work, or travel.*

- Long-term computer use;
- Preparing reports against deadlines will cause stress;
- Deadlines will cause overtime and may keep incumbent away from family;
- Disruptions in life style caused by work schedules or travel requirements;
- Reporting and responding to urgent requirements may cause high stress levels.

## CERTIFICATION

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Title

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I certify that I have read and understand the responsibilities assigned to this position, and I certify that this is an accurate description of the responsibilities assigned to this position.

Attach an updated Organizational Chart for the Department

