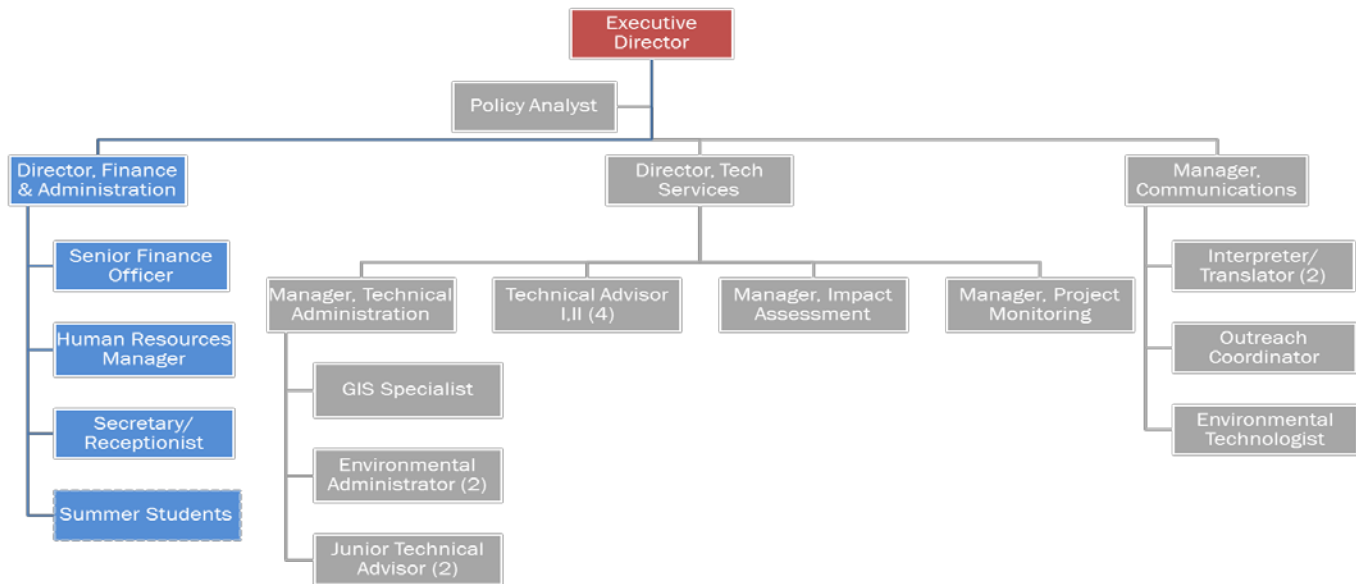


NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Director, Finance and Administration	Date in Effect:	October 31, 2015
Department:	Finance and Administration	Reports To:	Executive Director



II. Purpose of Position

Supervising a multi-disciplinary team, the Director, Finance and Administration oversees financial, administrative and human resources support services to the Nunavut Impact Review Board (NIRB), ensuring compliance with relevant legislation, regulations, sound accounting/business practices, policies & procedures and funding agency's reporting requirements. This position advises the Board directly on finance and administration issues, ensuring that the NIRB maintains accurate, transparent and responsible accounting practices.

III. Essential Duties and Responsibilities

- Oversee the development, implementation and reconciliation of NIRB work plans and budgets:
 - Prepare departmental and project-specific work plans and budgets in accordance with applicable Aboriginal Affairs and Northern Development Canada (AANDC) guidelines
 - Conduct trend analyses and determine cash flow requirements to ensure the capacity of the NIRB to meet its financial obligations and operational requirements
 - Prepare and deliver periodic financial reports for the Board and Executive Director
 - Oversee preparation of fiscal year-end audits and all required financial reporting to Government and other funding providers
 - Oversee preparation of bi-weekly payroll and maintain employee pay and benefits information and records
- Development of policies and procedures:
 - Oversee internal audits of NIRB Operational and Administration Policies and recommend action to address instances of non-compliance issues or required updates
 - Develop standardized forms and procedures for effective implementation of, and adherence to, policies by staff
- Oversee the provision of administrative services, including office reception, facilities maintenance, and network administration:

- Oversee general procurement and contracting of services and advise on suitable cost control measures
- Oversee information flow and filing protocols for all accounting, financial and corporate information
- Maintain inventory control and ensure adequate insurance coverage for NIRB assets
- Ensure sufficient protection and controls on all financial systems, data and facilities are maintained to manage risks and prevent loss or unauthorized access

IV. Other Duties and Responsibilities

1. Supervision and development:
 - Supervise multi-disciplinary finance and administration staff, casual workers and summer students
 - Employ performance management methodology to establish responsibilities, standards, performance expectations, decision making, skills and competencies and development plans for direct reports
 - Mentor, guide and provide training and professional development opportunities for Department staff
2. Provide support and assistance:
 - Provide finance and administration advice and training to Board members and staff as necessary
 - Contribute to strategic discussions and implementation of strategic initiatives
 - Assume acting assignments for the Executive Director when required
3. Any other duties required

V. Qualifications

Knowledge of:	<ul style="list-style-type: none"> ▪ Generally Accepted Accounting Principles/IFERS ▪ Accounting systems and general office administration ▪ Not-for-profit environment and associated Canadian Tax regulatory structure ▪ Record management systems for filing and retrieving information effectively and efficiently ▪ Legal considerations in the implementation of finance and human resources management ▪ Knowledge of network administration would be an asset ▪ Public administration practices and associated control processes
Skills:	<ul style="list-style-type: none"> ▪ Good verbal and written communications skills ▪ Strong organization and data management skills ▪ Negotiation and project management ▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint) ▪ Good interpersonal skills including the ability to use tact and diplomacy and work under pressure ▪ Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a strong asset
Abilities:	<ul style="list-style-type: none"> ▪ Summarize complex financial information for a non-technical audience ▪ Task prioritization and effective time management ▪ Work independently when needed ▪ Cope with frequent interruptions and changes in priorities ▪ Maintain discretion and the highest level of confidentiality
Education:	<ul style="list-style-type: none"> ▪ Professional accounting designation with at least 5 years of relevant experience ▪ Alternative acceptable education includes an undergraduate degree in business management supplemented with at least 5 years work experience in progressively

	<p>more senior positions having same or similar work responsibilities</p> <ul style="list-style-type: none"> ▪ Other combinations of education and experience may also be considered
--	---

Experience:	<ul style="list-style-type: none"> ▪ Minimum 5 years' in a finance/accounting position ▪ Personal and professional experience in the Arctic or in a cross-cultural setting ▪ Candidate must be willing to submit and pass a criminal records check
--------------------	---

VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- The incumbent is subject to extended periods working while seated at a computer
- The incumbent is required to travel to various locations throughout Nunavut and elsewhere for meetings, consultations and other NIRB activities. This may involve possible exposure to hazardous weather conditions, elevated noise levels and travel in a variety of vehicles

VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather
- Work can sometimes be stressful
- Extensive travel and time away from home is required

VIII. Mental Demands

- Requires ability to perform sequence of skilled, sometimes complex operations
- Requires ability to plan, manage and execute extensive projects
- Prioritizing tasks and meeting deadlines
- Outside contact occurs almost on a daily basis and often involves significant decisions, requiring tact, diplomacy and negotiation skills
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources
- Difficult decisions regarding necessary actions on financial and human resources issues