

Finance / Administration Officer

Nunavut Impact Review Board

Job Definition Worksheet

Name:		Location:		1
Responsibility: <i>Accountable for the management and operations of NIRB's financial, administrative and personnel support services.</i>				
Task	Standards	Expectations	Authority / Decision Level	
Planning, forecasting and coordinating of financial administration for Nunavut Impact Review Board	<ul style="list-style-type: none"> • Ensure effective utilization of resources in accordance with Board approved budget • Planning, advising and assisting in establishing requirements for the preparation of the NIRB annual budget • Suggesting and interpreting budget changes and verifying adjustments • Analyzing expenditures and revenues in comparison to budget and cash flow on regular basis to ensure targets are met • Maintaining accurate records of all expenditures for each area • Identifying problem areas and recommending transfer and adjustments and preparing appropriate document • Ensure budgetary control are in place • Liaison with and provide required information and assistance to appointed auditors • Provide financial report at board meetings to all board members 			

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Responsibility: <i>Accountable for the management and operations of NIRB's financial, administrative and personnel support services.</i>				
Task	Standards	Expectations	Authority / Decision Level	
Process payroll for all staff and honorarium for board members	<ul style="list-style-type: none"> • Ensure time sheets are accurate • Ensure all required deductions are taken in calculating payroll ie. CPP, UI, Income tax • Record attendance of staff and compile all leave records at the end of the month and take pay action as necessary • Process payroll bi-weekly • Ensure all Board members receive honorarium for non paid board meetings (ie. LWOP from GNWT) • Ensure Board members are paid for work performed • Ensure proper confirmation is received in processing honorarium for members on civic leave from employers • Verify all expense claims for accuracy and within policy • Ensure all staff receive pay documentation and orientation of NLRB policies and benefits upon hiring 			

Name:		Location:		5
Responsibility: <i>Accountable for the management and operations of NIRB's financial, administrative and personnel support services.</i>				
Task	Standards	Expectations	Authority / Decision Level	
Provide Personnel Services	<ul style="list-style-type: none"> • Ensure policies and procedures are followed • Advise staff of policies and procedures • Ensure job descriptions are updated by appropriate supervisors regularly • Ensure appropriate supervisors are informed of Performance appraisal due dates • Advise appropriate supervisors of disciplinary process • Interpreting, advising and implementing personnel policies changes • Maintaining Leave and Attendance records for all staff in accordance with benefits and advising staff of negative leave credits • Calculate leave accumulation for all staff monthly, ie. Sick, special, annual, and lieu time 			
Additional Duties	<ul style="list-style-type: none"> • Carry out research as required • Provide assistance to other staff as required 			

