



CHIEF FINANCIAL OFFICER

Areas of assigned responsibility: budget, accounting, payroll, human resources, facilities, transportation, records management, insurance and LA FOIP.

The Chief Financial Officer is assigned the following specific areas of responsibilities:

1. Student Welfare

Role Expectations:

- RE 1.1 Provide facilities that safely and adequately accommodate Division students.
- RE 1.2 Ensure student transportation is provided with due regard for Safety, Reasonable Access to Educational Opportunities, Fiscal Responsibility, Efficiencies of Time.

Quality Indicators relative to student well-being:

- QI 1.1 Regular actions are taken to ensure busses and facilities are safe and healthy.
- QI 1.2 Provides an analysis of incident reports related to student injuries and insurance claims.
- QI 1.3 Utilizes performance metrics for the purpose of monitoring and evaluating operational performance.

2. Fiscal Responsibility

Role Expectations:

- RE 2.1 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.
- RE 2.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- RE 2.3 Ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

Quality Indicators relative to fiscal responsibility:

- QI 2.1 Generally accepted accounting practices are being followed.
- QI 2.2 Adequate internal financial controls exist and are being followed.

- QI 2.3 All collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made.
- QI 2.4 Internal audits of school based funds are conducted in a timely manner.
- QI 2.5 The Board is informed annually about incurred liabilities and immediately regarding pending litigation.
- QI 2.6 Reviews expenditures to ensure continuous improvement in terms of value for money.
- QI 2.7 Remediate deficiencies identified in the audit report and management letter in a timely manner and prepare a follow up report that documents the status of deficiencies and remediation efforts.

3. Personnel Management

Role Expectations:

- RE 3.1 Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements, or Board policy.
- RE 3.2 Staff the Division with the best personnel available to ensure the greatest possible success for every student.
- RE 3.3 Ensures effective evaluation and supervisory processes are developed and implemented to provide for growth and accountability

Quality Indicators relative to personnel management:

- QI 3.1 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented.
- QI 3.2 The Chief Financial Officer models a commitment to personal and professional growth.
- QI 3.3 The Chief Financial Officer ensures required training and compliance relative to OHS.
- QI 3.4 The Chief Financial Officer models high ethical standards of conduct.
- QI 3.5 The Chief Financial Officer implements assigned personnel related administrative procedures (section 400 of the AP manual).

4. Policy and Administrative Procedures

Role Expectations:

- RE 4.1 Implements relevant Board policy and assigned administrative procedures with integrity in a timely fashion.

Quality Indicators relative to policy role:

- QI 4.1 The Chief Financial Officer ensures relevant policy is adhered to and governance related support is provided to the Board.
- QI 4.2 The Chief Financial Officer demonstrates a knowledge of and respect for the role of the Board in policy processes.
- QI 4.3 The Chief Financial Officer provides administrative services including policy research services required by the Board.
- QI 4.4 The Chief Financial Officer makes timely recommendations to the Director regarding administrative procedures in areas of assigned responsibility.
- QI 4.5 The Chief Financial Officer ensures administrative procedures are in compliance with the intent of Board Policy and are kept current.

5. Chief Financial Officer / Director Relations

Role Expectations:

- RE 5.1 Establishes and maintains positive, professional working relations with the Director and Board.
- RE 5.2 Assist the Director in facilitating the implementation of the Board's roles and responsibilities as defined in Board policy.
- RE 5.3 Assist the Director in providing the information which the Board requires to perform its role.

Quality Indicators relative to Chief Financial Officer/Director relations:

- QI 5.1 Board agendas and the Director's reports are prepared and distributed to trustees in sufficient time to allow for appropriate trustee preparation for the meeting.
- QI 5.2 The Chief Financial Officer keeps the Director informed about Division operations within areas of assigned responsibility.
- QI 5.3 The Chief Financial Officer ensures agenda items provide balanced, sufficient, concise information and clear recommendations for action items in agendas.
- QI 5.4 The Chief Financial Officer interacts with the Director in an open, honest, pro-active and professional manner.

- QI 5.5 The Chief Financial Officer ensures high quality management services are provided to the Board.
- QI 5.6 The Chief Financial Officer implements Director directions with integrity in a timely fashion.
- QI 5.7 The Chief Financial Officer makes recommendations to the Director regarding potential value added Board involvement.
- QI 5.8 The Chief Financial Officer contributes positively to the effectiveness of Administrative Council and Education Council meetings.

6. Strategic Planning & Reporting

Role Expectations:

- RE 6.1 Supports the strategic planning process in areas of assigned responsibility.
- RE 6.2 Implements plans as approved in areas of assigned responsibility.
- RE 6.3 Reports at least annually on results achieved.

Quality Indicators relative to strategic planning and reporting:

- QI 6.1 The budget and priorities are developed according to a timeline which ensures the Board's ability to provide direction.
- QI 6.2 Provides timely Provincial and Division fiscal information, opportunities and challenges to the Director.
- QI 6.3 Achieves the key results identified in the Education Sector Strategic Plan (ESSP) within areas of assigned responsibility.
- QI 6.4 Reports at least annually on results achieved within areas of assigned responsibility.

7. Organizational Management

Role Expectations:

- RE 7.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial mandates and timelines within areas of assigned responsibility.
- RE 7.2 Reports to the Minister with respect to matters identified in and required by the Education Act within areas of assigned responsibility.

Quality Indicators relative to organizational management:

- QI 7.1 Ensures compliance with all Ministry of Education and Division mandates (timelines and quality) within areas of assigned responsibility.
- QI 7.2 Facility project budgets and construction schedules are followed or timely variance reports are provided to the Director.

8. Communications and Community Relations

Role Expectations:

- RE 8.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.
- RE 8.2 Acts as the LA FOIP Coordinator and ensures the maintenance, transparency, and access of records in accordance with the Local Authority Freedom of Information and Protection of Privacy legislation.

Quality Indicators relative to communications and community relations:

- QI 8.1 Represents the Division in a positive, professional manner.
- QI 8.2 Manages conflict effectively.
- QI 8.3 Interacts with the Ministry of Education officials in a productive manner resulting in a positive professional working relationship between the Division and the Ministry.
- QI 8.4 Consistently demonstrate a commitment to Division values as noted in Policy 1. In addition, consistently model servant leadership and positive ambassadorship.

9. Leadership Practices

Role Expectations:

- RE 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Board and the Minister.

Quality Indicators relative to leadership practices:

- QI 9.1 Provides clear direction.
- QI 9.2 Provides effective leadership.
- QI 9.3 Establishes and maintains positive, professional working relationships with staff.
- QI 9.4 Unites people toward achieving the Board's goals.

QI 9.5 Demonstrates a high commitment to the needs of students.

QI 9.6 I trust the Chief Financial Officer.

QI 9.7 Empowers others.

QI 9.8 Effectively solves problems.

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