

Open to the Public

Assistant Secretary to Treasury Board

Treasury Board Secretariat Location – Charlottetown

Full-Time Excluded Position (Commencing immediately)

The Department of Finance seeks to ensure that the financial, information technology, and human resources required by Government are available, allocated in accordance with Government priorities, and used in an efficient and accountable way. The Ministry provides administrative, analytical, and policy support to Treasury Board.

Reporting to the Secretary to Treasury Board, this position is responsible for Budget Management, Treasury Board Operations, and Corporate Finance. The Assistant Secretary to Treasury Board coordinates Government budgeting; provides technical support and policy advice to Budget Cabinet, Ministers and Deputy Ministers; leads a group of staff responsible for executing all of the Province's budgeting; and is responsible for financial research. The Division's staff support Treasury Board and provide analysis of all information going to the Board. This role is also responsible to direct the management of the Corporate Finance Division of the Treasury Board Secretariat and is the direct report for each Director of Finance assigned to the various Departments throughout Government. Treasury Board Management and Budgeting are integral functions in the Province's finances and they both share a financial discipline that takes a broad view of the Provincial Government's financial position.

Duties Include:

- Lead staff in the development and implementation of Government's financial planning and budgeting activities. This includes consulting with senior officials to interpret the fiscal objectives of Government; developing and implementing techniques, systems and procedures to facilitate the planning, analysis and budgeting of departmental and Government's initiatives; monitoring the actual performance against budget; and developing and establishing control systems to monitor budget administration and to evaluate the planning process;
- Oversee staff, operations, planning, budgeting, information technology, legislation and administrative matters to maximize use of all resources provided to the Corporate Finance Division, prioritize activities and ensure effective and efficient delivery of Corporate Finance services;
- Chair monthly Chief Financial Officer staff meetings;
- Responsible for all aspects of Treasury Board and responsible under the Treasury Board Policy to act as the Treasury Board staff on all matters relating to the Board; responsible to produce Treasury Board Minutes, which accurately reflect the decisions of the Treasury Board;
- Review current budgetary policy and direct research to improve budgetary procedures as the operating environment changes;
- Supervise Budget Section which provides analysis, forecasting and policy advice to Government regarding a broad range of fiscal issues; provides advice to departments and agencies on complex budgetary and financial matters; and liaises with various functional areas within the Department of Finance to ensure an integrated financial administration strategy and process;
- Responsible for the coordination and accurate tabling of the Capital and Operating Estimates in the Legislature as well as the Supplementary Appropriation Act;
- Provides briefing, press releases, financial documents on financial matters in government. This includes quarterly forecast reports, budget documents, highlights on budget and financial data to the Province's three bond raters;
- Other duties as required.

Minimum Qualifications:

- A recognized Professional Accounting designation with extensive senior level experience in Accounting and Budgeting;
- A thorough understanding of Government Accounting Policies;
- [Demonstrated equivalencies will be considered;](#)
- Excellent leadership, interpersonal, communication skills (both written and verbal) are required to perform effectively at the most senior levels inside and outside of Government;
- Demonstrated skills in budgeting, pension administration, program evaluation, research, writing, presentations and supervision of staff;
- This position is multi-disciplinary in nature. The incumbent should have a combination of academic training and broad experience in the areas of budgets, finance, accounting, capital markets, and financial mathematics and technology;
- A thorough understanding of Oracle Financial System;
- An understanding of Treasury Board operations and policies;
- A strong understanding of the economic environment and an ability to interpret economic trends and relationships;
- Ability to synthesize information from a variety of sources in order to develop a coordinated comprehensive budget;
- The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment;
- Applicants must have a good previous work and attendance record.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$49.39 - \$61.74 per hour (Level 27 Excluded)

Bi-Weekly Hours: 75.0 hours bi-weekly

Posting ID: 138438-0819TBPO

Closing Date: Monday, August 26th, 2019 4:00 p.m.

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.