

## **[Job Title: Program Admin Officer 3 \(Financial Analyst\) \(EOI Close Date: 09/23/2024\)](#)**

Requisition ID **44130** – Posted **09/16/2024** – **9/30/2024**

(Finance and Legal) – **NSGEU – NSPG – Municipal Affairs and Housing – HALIFAX – Permanent – Full Time**

**Competition # :** 44130

**Department:** Municipal Affairs and Housing

**Location:** HALIFAX

**Type of Employment:** Permanent

**Union Status:** NSGEU – NSPG

**EOI Close Date:** 09/23/2024

**Closing Date:** 9/30/2024 (Applications are accepted until 11: 59 PM Atlantic Time)

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### **About Us**

The [Department of Municipal Affairs and Housing](#) (DMAH) promotes responsible local government and safe, sustainable inclusive communities. Through working with municipalities and other partners, DMAH contributes to strong and diverse economies, high quality of life, and affordable, adequate, and suitable housing for all.

DMAH provides services and guidance to municipalities in many areas including land use planning, budget planning and finance, infrastructure development, policy, and program development.

### **About Our Opportunity**

Join our dynamic team, where your expertise in financial analysis and your passion for public service can truly make a difference. Reporting directly to the Manager of Municipal Finance, you will contribute to the financial reporting framework and accountabilities for municipalities and villages in Nova Scotia. Your work will include confidential research, in-depth analysis and providing insightful advice on critical financial matters, including viability assessments and debt capacity analysis.

As a key contributor, you will also have the opportunity to influence the development of policies and procedures that uphold the highest standards of financial accountability for our local government partners. This role is your chance to be at the forefront of implementing changes that ensure compliance with Financial Reporting and Accounting Manual (FRAM) regulations and Public Sector Accounting Standards (PSAS), all while making a meaningful impact on local communities.

### **Primary Accountabilities**

- **Innovative Research and Analysis:** Conduct in-depth research and analysis on a wide range of municipal financial data.
- **Program Leadership:** Administer and deliver critical operating programs to municipalities and villages, ensuring compliance with all applicable legislation.
- **Compliance expertise:** Understand relevant legislation, regulations, and Public Sector Accounting Standards (PSAS) to guide analysis, advice, recommendations, and compliance.

- **Strategic communication:** Collaborate with municipal finance staff and municipal auditors, resolving complex financial issues, ensuring adherence to PSAS and reporting requirements.
- **Performance analytics:** Perform complex analysis and reports on municipal financial health and viability, providing actionable insights to municipal stakeholders.
- **Business Intelligence:** Utilize advanced analytics to transform data into strategic insights driving informed decision making, policy development and legislative changes.
- **System Management:** Oversee and manage content of the Municipal Reporting System (MRS).
- **Regulatory Compliance:** Design and maintain e-forms that align with PSAS and FRAM.

## Qualifications and Experience

We're looking for candidates with a Bachelor's degree in Accounting or Finance with at least five years of related experience, or an equivalent combination of training and experience.

What you bring:

- **Financial insight and analysis:** You examine, analyze and interpret financial statements and provide sound advice in the context of accounting standards, legislation and policy.
- **Exceptional communication skills:** You excel in both verbal and written communication, with a talent for conveying complex financial information in a clear, concise, and accessible manner.
- **Strategic problem-solving:** You understand financial complexities; you are skilled at identifying problems and developing solutions addressing both technical and theoretical challenges.
- **Effective time management:** You balance multiple priorities and manage concurrent projects in a fast-paced environment. You ensure deadlines are met without compromising quality.
- **High initiative and independence:** With a strong sense of initiative, you have the capacity to work with minimal supervision.
- **Technological proficiency:** You are an expert in the Microsoft Office suite, especially Excel, enhancing your ability to provide data-driven insights.

While not required, it is considered an asset if you possess:

- **CPA Designation or in-progress:** A professional accounting designation (CPA) or active enrollment in a recognized accounting program.
- **Municipal finance insight:** An understanding of municipal finance, fund accounting, PSAS, coupled with and knowledge of FRAM, and departmental reporting requirements.
- **Database proficiency:** Experience with database systems like COGNOS.
- **Business Intelligence (BI) proficiency:** Experience with tools such as Microsoft BI.
- **SQL Experience:** Experience developing database queries with Structured Query Language (SQL).

We will assess the above qualifications and competencies using one or more of the following tools: written examination, standardized tests, oral presentations, interview(s), and reference checks.

## Equivalency

We recognize equivalent combinations of training, education, and experience, providing opportunities for individuals with diverse backgrounds to contribute their skills and expertise. Equivalencies include, but are not limited to:

- A completed related Masters degree and three (3) years of related experience
- A completed related two (2) year Diploma and seven (7) years of related experience.

Applicants relying on education and experience equivalencies must demonstrate such equivalencies in their application.

## Benefits

Based on the employment status and union agreement, the Government of Nova Scotia offers its employees a wide range of benefits such as [Defined Benefit Pension Plan](#), Health, Dental, Life Insurance, General Illness, Short and Long Term Disability, Vacation and Employee and Family Assistance Programs. For information on all our Benefit Program offerings, click here [Benefits for government employees](#).

## Working Conditions

- Normal work week is 35 hours/week, 7 hours/day.
- May be required to work overtime on occasion.
- Typically located in a comfortable office environment.

## What We Offer

- Career Development where you have access to career guidance, tools, resources, and ongoing training for every stage of your career.
- Engaging workplace. Our Employees feel valued, respected, connected, and tuned in. We have forward-thinking policies and strategies.
- Countless Career Paths.
- Department Specific Flexible working schedules.

**Pay Grade:** PR 13

**Salary Range:** \$2,556.10 - \$3,107.16 Bi-Weekly

### Employment Equity Statement:

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy, and we welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

This is a bargaining unit position initially restricted to current civil service employees represented by the Nova Scotia Government Employees Union (NSGEU). Failure to apply correctly means that your application will not be given first consideration as a bargaining unit applicant, and will only be included if external applications are pursued.

External applicants and current casual employees will only be considered if there are no qualified civil service bargaining unit candidates. PLEASE NOTE: Candidates will not be considered for an interview if applications are incomplete or missing information.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. All questions and concerns may be directed to [Competitions@novascotia.ca](mailto:Competitions@novascotia.ca).

