

## ROLE OF DIRECTOR OF FINANCE

### Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Director of Finance will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

The Director of Finance is directly responsible and accountable to the Superintendent.

### Procedures

The Director of Finance will have specific responsibilities for:

#### 1. Corporate Treasurer

- 1.1. Ensures the accuracy of funding received by the HPSD.
- 1.2. Ensures the fiscal management of the HPSD is in accordance with the terms or conditions of any funding received.
- 1.3. Ensures the operation of the HPSD is fiscally responsible.
- 1.4. Manages fixed assets for the HPSD.
- 1.5. Maintains appropriate inventory and appraisal records.
- 1.6. Administers charitable donations in their entirety.
- 1.7. Designs budget cycles which meet provincial requirements and provides for stakeholder input.
- 1.8. Prepares the draft HPSD budget, aligned with the proposed HPSD Education Plan, for the Superintendent's consideration.
- 1.9. Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
- 1.10. Assists principals with preparation of budgets and the management of their financial affairs.
- 1.11. Conducts internal audits as required.
- 1.12. Within areas of responsibility, provides for legal and other opinions as required.
- 1.13. Ensures insurance policy renewals are made.

#### 2. Human Resources Management

- 2.1. Ensures job descriptions are developed and updated, and evaluation processes are implemented, for direct reports, in accordance with the procedures established by the Superintendent.
- 2.2. Provides input to the Assistant Superintendent, Human Resources with regard to the recruitment and appointment of Financial Services staff.
- 2.3. Provides support for the professional development and certification requirements of Financial Services staff.

#### 3. Fiscal Responsibility

- 3.1. Makes recommendations to the Superintendent regarding the administration component of the HPSD budget.
- 3.2. In collaboration with the Superintendent, develops an administration budget within the parameters and constraints of the HPSD budget.
- 3.3. In collaboration with the Superintendent, ensures the proper fiscal management of the administration budget.
- 3.4. Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operation of programs within the HPSD.
- 3.5. Operates in a fiscally prudent and responsible manner.

#### 4. Policy/Administrative Procedures

- 4.1. Assists the Superintendent in the planning, development, implementation, and evaluation of Board policy within areas of responsibility.
- 4.2. Provides leadership in the planning, development, implementation, and evaluation of administrative procedures within areas of responsibility.

- 4.3. Ensures the application of Board policy and administrative procedures as required in the performance of duties.

## **5. Organizational Management**

- 5.1. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.
- 5.2. Contributes to HPSP's culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative, and cohesive fashion.

## **6. Communications and Community Relations**

- 6.1. Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in their area of responsibility.
- 6.2. Ensures staff, parents and students have a high level of satisfaction with the services provided and the responsiveness of the department.

## **7. Superintendent Relations**

- 7.1. Establishes and maintains positive, professional working relations with the Superintendent.
- 7.2. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 7.3. Provides the information which the Superintendent requires to perform their role in an exemplary fashion.

## **8. Leadership Practices**

- 8.1. Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
- 8.2. Exhibits a high level of personal, professional, and organizational integrity.

## **HPSP Appendices**

[Appendix 453A – Performance Assessment Guide \(PAG\) for Director of Finance](#)

## **References**

*Education Act Sections 33, 52, 53, 68, 204, 222, 225*  
*Employment Standards Code*  
*Freedom of Information and Protection of Privacy Act*  
*Labour Relations Code*  
*Funding Manual for School Authorities*

Approved: January 17, 2024

Reviewed: