

Qulliq Energy Corporation Job Description

POSITION TITLE

Manager, Planning and Analysis - 701F01

REPORTS TO

Chief Financial Officer

DIRECT REPORTS

No direct reports; casual employees as required

LOCATION

Iqaluit, Nunavut

POSITIONAL OBJECTIVE

Responsible for designing, implementing and evaluating regulatory reporting within the Finance Department related to utility revenues and related budgeting and forecasting.

The position is responsible for but not limited to: developing the rate design function of QEC to ensure competitive market rates and recovery of economic costs in the provision of service; accountable for the analysis, interpretation and reporting of confidential corporate information related to financial planning and capital budgets.

The position represents QEC in various organizational meetings and forums and participates on financial, government and regulatory committees.

KEY ACCOUNTABILITIES

Financial & Administrative Management

- Financial analysis and reporting lead in the corporate general rate applications, annual fuel rate applications and major project permits;
- Manages an appropriate infrastructure that facilitates short and long term capital planning and budgeting;
- Ensures managers and directors are meeting the GRA information requests within their particular section of this process;
- Researches and investigates information that provides a foundation from which to enable strategic decision-making by others;
- Creates highly confidential corporate and regulatory statistics;
- Analyzes and interprets financial statistics and other data and produces critical reports that verify and/or provide areas of challenge or of improvement; and
- Other duties as assigned by the CFO.

Rate Program Implementation and Policy Review

- Prepares cost of service studies, analyzes and calculate rates, rate adjustments, rate policies and regulations;
- Analyzes effects of government actions, regulations and legislations and makes corporate recommendations for dealing with changes;
- Proposes new methods of rate settings as required;
- Works with outside consultants on projects which affect rate setting procedures;
- Partners with Senior Managers in analyzing, auditing, gathering source information and building business reports (this partnership requires significant disclosure of highly confidential and sensitive corporate records and information);
- Handle filings and relevant documentation required by the Utility Rate Review Counsel (URRC);
- Draft briefing notes and correspondence for the Minister responsible for QEC; and
- Serve on intergovernmental committees and other internal QEC working committees.

Department & Corporate Communications

- Communicates effectively with all relevant groups both internally to QEC and externally with the Government of Nunavut (GN) and other associated parties;
- Ability to professionally and tactfully challenge managers and directors during reviews, as needed, regarding their policies, procedures or practices;
- Processes various work documents and electronic information accurately & in a professional manner.

DIFFERENTIATING ACCOUNTABILITIES

Some overlap and similarities to the Controller & CFO.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent analytical skills and decision making skills;
- Ability to interpret project related materials, financial reports, and legal documents;
- High level of initiative and resourcefulness;
- Strategic thinking and planning skills;
- Excellent conceptual and communication/presentation skills;
- Capacity to diagnose and use sound judgment;
- Ability to be discrete and maintain a high level of confidentiality;
- Ability to work successfully within a team or independently;
- Ability to prioritize activities to meet scheduled work plans;
- Knowledge of Federal/Provincial/Territorial regulations and policies related to financial and operational requirements;
- Computer skills to operate a variety of software programs (word processing, spreadsheets, databases, electronic mail, Internet, presentations);
- Knowledge of Nunavut, the language, land and culture is an asset; and
- Ability to speak Inuktitut, Inuinnaqtun, and/or French is an asset.

EDUCATION AND EXPERIENCE

University Degree in Business Administration, Commerce, Finance, or a subject related to the position's mandate. Accounting training is essential.

Enrolment in or completion of a professional accountant designation (CPA) would be considered a definite asset.

Eight (8) years in a senior administrative, financial or regulatory leadership position with experience and exposure to a variety of topics such as: research and report preparation, finance & accounting processes, budgeting, regulatory compliance processes, and administrative & office procedures.

Formal training and education in project management and regulatory leadership is an asset.

A combination of related education and work experience may be considered.

KEY CONTACTS

Internal Contacts

- CFO – updates of proposals, rate increases, capital budget projects, other work assignments;
- Engineering Department – capital projects reporting and budget analysis
- O & M Personnel - Information exchange and operational support; and
- Finance Department Personnel - Information exchange and operational support.
- QEC staff and management as required.

External Contacts

- Government of Nunavut – Information regarding rate increases or subsidies, capital budget reporting.
- URRC – discussions/communications regarding rate increases, projects
- Liaison with different government and non-government regulatory bodies
- Liaison with other provincial / territorial utility departments (as required)
- Consultants/ Contractors

WORKING CONDITIONS

Physical Demands

Most of the time spent in front of the computer and in an office setting. Can cause neck, back, and eyestrain, including carpal tunnel syndrome within the wrists. Although a majority of the time for this position is spent on the computer, there are many opportunities for the incumbent to get up and move around the office. Some travel to regional centers and to other communities via medium/small aircrafts maybe required.

Environmental Conditions

No significant adverse working conditions however, incidental exposure to adverse environmental conditions may occur. QEC operates in various communities in Nunavut. Travel to these communities will be required as necessary. Climatic conditions can vary, and extreme cold and windy conditions may have to be taken in consideration when visiting communities.

Sensory Demands

Financial/Technical verification, review of documentation, and related activities require moderate concentration routinely and high concentration occasionally

Mental Demands

Some information within the control of the position is sensitive and confidential. Must be able to handle difficult situations with fulfilling the project mandates. Will also address financial and operational issues and problems which require a high degree of resourcefulness. Deadlines do occur and may cause some stress.

CERTIFICATION

I have read and understand the responsibilities assigned to this position and approve the delegation of the responsibilities outlined herein.

Senior Manager

Date

President & CEO

Date

I have read and understand the responsibilities assigned to this position and accept the responsibilities outlined herein.

Employee

Date

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.