



**ADMINISTRATIVE ASSISTANT
FINANCIAL SERVICES**

Title

Administrative Assistant - Financial Services

Scope of Responsibilities

The Administrative Assistant, Financial Services, will provide administrative and analytical support to the Director, management team and staff within the Department. This position is responsible for ensuring that the administrative activities of the Department's management team are performed efficiently and effectively thereby contributing to the achievement of the Department's goals and responsibilities. Working collaboratively within the Department; the Administrative Assistant reports directly to the Director, Financial Services.

Competencies Required

The Administrative Assistant, Financial Services, shall have the following competencies:

- (a) The ability to apply knowledge of financial operations and procedures to assist in the delivery of financial services to Centre departments and schools;
- (b) Strong administrative skills (word processing, proofreading, records management, organization and planning) and the ability to plan, prioritize and organize work efficiently and effectively, anticipating needs and responding quickly;
- (c) The ability to achieve a high degree of accuracy, flexibility, and adaptability, in a fast paced, changing environment;
- (d) The ability to work effectively independently and within a team environment;
- (e) Strong interpersonal, oral and written communication skills, including the ability to work cooperatively and communicate effectively with all staff, schools, Department of Education and Early Childhood Development officials and other government departments, the public and consumers of the services provided by the Department;
- (f) The ability to maintain and promote confidentiality;
- (g) The ability to exercise sound judgement and diplomacy in fulfilling the responsibilities of the position;
- (h) Strong analytical abilities encompassing the ability to examine situations, reach sound conclusions and recommend appropriate courses of action;
- (i) The ability to learn and apply knowledge and proficiency in the use of accounting software, spreadsheets, presentation software, word processing software, SAP and the Internet;
- (j) The ability to apply knowledge, experience and commitment in the areas of race-relations, cross cultural understanding, human rights and diversity;
- (k) The desire and ability to engage in continuing education and professional development.

Qualifications

- a) Completion of a recognized office management and/or business diploma or certificate, or equivalent obtained through relevant training and experience;
- b) Minimum three (3) years of experience providing administrative and financial support at a senior level;
- c) Demonstrated proficiency with Microsoft Office (Word, Excel, Powerpoint, Outlook) and Adobe;
- d) Experience with SAP systems considered an asset.

Specific Job Components

The Administrative Assistant shall perform those tasks assigned by the Director of Financial Services. These tasks may vary from time to time with the evolution of the organization and may include, but not be limited to the following:

- (a) Provide administrative and secretarial support to the Director of Financial Services and other Financial Services managers as required, including preparing reports, documents, letters and PowerPoint presentations; scheduling meetings; records management and responding to inquiries as required;
- (b) Provide administrative support with insurance matters as it pertains to the Halifax Regional Centre for Education, liaising with School Insurance Program (SIP) officials, coordinating and facilitating the preparation of annual premium renewal documents and processing SIP incident/accident reports;
- (c) Access financial data in SAP and perform analysis to assist Financial Services staff in providing management and financial information for planning and decision making;
- (d) Fulfill the role of Secretary to the Audit Committee including scheduling of meetings, preparing meeting packages, taking minutes and liaising with the Corporate Secretary in matters related to the Audit Committee and Centre;
- (e) Provide additional support to other members of the Financial Services Department as required, including, but not limited to, maintaining office supplies, collection and reporting of time and attendance, collection of vacation schedules, supporting the maintenance of the photocopier, and supporting departmental mail processing;
- (f) Establish, maintain and update an effective filing system;
- (g) Other duties as required.