

**BENCHMARK**  
***Financial/Contract***  
***Administrator 1***

**COMMUNITY SUBSECTOR COLLECTIVE AGREEMENT**

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CLASSIFICATION GRID: 37

BENCHMARK TITLE: FINANCIAL/CONTRACT ADMINISTRATOR 1

BENCHMARK NUMBER: 80800

JOB FAMILY: ADMINISTRATIVE SERVICES

**SCOPE AND LEVEL DEFINITION**

Provides financial and/or contract administration support to the organization's managers in the development, administration, and control of budgets, grants, and/or contracts with external agencies and service providers, such as sessional contracts, funded agency contracts, and residential facility contracts. May supervise staff.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Reviews contracts and/or budgets to ensure that all legal and policy requirements are met, such as ensuring that sufficient funding is available, ensuring that associated contract schedules are in accordance with related directives, and ensuring that external contracts are registered in the insurance program for contractors. Identifies anomalies and non-compliance to the relevant manager.
2. Monitors contracts and budgets through to expiration or end of fiscal period by performing duties such as monitoring expenditures against budgets, conducting internal and external financial reviews to check for compliance with terms, identifying anomalies and discrepancies, and recommending solutions and options to relevant manager.
3. Investigates and resolves problems related to contract and budget administration, and modifies and enhances contracts and budgets as required, in accordance with established policy.
4. Performs budget duties such as gathering relevant information, preparing preliminary budgets, determining budget implications of expenditures, and reviewing budgets of service providers for reasonableness.
5. Assists managers responsible for contracts and budgets by performing duties such as providing information related to legal and policy requirements of budgets and contracts, and providing guidance, advice, and recommendations related to contract terms and conditions.
6. Performs projections, forecasts, and analyses, including providing costing information to managers during contract negotiations.
7. Prepares reports such as statistical summaries.
8. Develops and maintains data tracking mechanisms such as databases and record keeping systems.
9. Provides input and feedback regarding office procedures and systems to the Manager.

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10. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
11. Performs other related duties as assigned.

**QUALIFICATIONS**

**Typical Education, Training, and Experience**

- Diploma in Financial Management
- Recent, related experience of three years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Typical Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to plan, organize, and prioritize
- Ability to type
- Business writing skills
- Knowledge of general office procedures
- Ability to analyze and resolve problems
- Ability to do mathematical and financial calculations
- Knowledge of principles and practices related to financial and budget management
- Ability to supervise
- Ability to develop, evaluate, and monitor financial systems and procedures