



JOB DESCRIPTION

Working Title: Manager, Access to Capital (ATC) Programming
Effective Date: July 6, 2007
Reports to (Position Title): Chief Operating Officer

PURPOSE:

Reporting to the Chief Operating Officer, the Manager, Access to Capital Programming is responsible for the delivery of the Access to Capital program comprising the following elements: Support and Training; Enhanced Access; and Interest Rate Buydown. The incumbent will administer, evaluate and monitor grants awarded to Aboriginal Financial Institutions under this program in conjunction with the Program Administrator, Peace Hills Trust (PHT).

RESPONSIBILITIES AND ACTIVITIES:

- 1. Administers the Access to Capital Program**
 - Assesses each project application and approves or recommends project acceptance or rejection based on analysis and other required due diligence.
 - Monitors the ATC projects to ensure that program objectives are being attained and compliance with program policies.
 - Maintains project files to ensure that required documentation, statistics and data are collected, and that projects are carried out in accordance with approved project purposes.
 - Ensures that program funds are not disbursed until project is completed and all required documentation is on file.
 - Closes the project files after project funds are disbursed.

- 2. Designs, implements and manages the control structure for the Access to Capital Program**
 - Identifies the data required in order to report on the achievement of program outcomes
 - Designs and implement standard project application, approval, claim, and payment procedures and tools.
 - Ensures program contract documents incorporate payment controls, reporting requirements, monitoring clauses, timing, repayment, etc
 - Collects, records and reports appropriate data to ensure that program outcomes are being measured
 - Designs, implements and maintains appropriate monitoring / audit programs for all program elements.

- 3. Designs implements and manages the reporting structure for the Access to Capital Program**
 - Reconciles the Program Management System output with PHT and accounting records
 - Analyzes program activity and outstanding project files and identifies potential problems and trends
 - Prepares reports on an ongoing and timely basis including the quarterly and annual ATC Program Report, and other internal and external periodic reports
 - Monitors the program's budget and expenditures to ensure the financial viability of the program

4. **Participates in the development of the Access to Capital Program management**
 - Retains and recommends policies for the development of the Access to Capital Policies and Procedures Manual
 - Assesses the program operations to enhance its overall cost effectiveness

5. **Ensures effective communication between NACCA and the internal and external clients; particularly the Aboriginal Financial Institutions (AFIs), Access to Capital Board, Peace Hills Trust and the Government of Canada's Department of Indian and Northern Affairs.**
 - Maintains close, consistent and timely communication with the program clients - the Aboriginal Financial Institutions - on applications, approvals, program agreements and claims, and by providing regular information on policy and program development.
 - Maintains effective communication with other program management participants including: Peace Hills Trust, Indian and Northern Affairs Canada, the Access to Capital Board, and its Secretariat (Government of Canada's Department of Indian and Northern Affairs Canada)

6. **Other related duties as required to meet NACCA demands**
 - Participates in projects as assigned.
 - Attends workshops, conferences, and classes to increase professional knowledge as outlined in the Personal Development Action Plan (PDAP).

KEY RELATIONSHIPS

The primary external organizational interfaces for the incumbent are identified below, with the approximate frequency of communications being indicated in parentheses.

- AFIs and PHT (daily)
- Government officials (weekly)
- Access to Capital Board (monthly)
- NACCA Board (quarterly)

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge:

- Working knowledge of Microsoft Office Products
- Knowledge of grant management gained through experience is an asset
- Knowledge of AFI operations and environment is an asset

Skills:

- Sound policy
- Business acumen/analysis skills
- Superior verbal and written communication skills
- Excellent organizational and interpersonal skills
- Strong multi-tasking and time management skills
- Excellent cross cultural skills

Abilities:

- Proven policy analysis capacity
- Proven ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential, controversial and sensitive nature.
- Demonstrated ability to analyze situations and make appropriate decisions with minimal or no immediate supervision
- Ability to communicate effectively with Senior Management, other stakeholders and the NACCA and ATC Boards

QUALIFICATIONS:

- Bachelor Degree in economics, business or public administration or other related field with 3-4 years of progressively related experience; or
- Diploma in administration or other related field and 5-7 years of progressively related experience; or
- 8 or more years of progressively related experience.

INDEPENDENCE OF ACTION/AUTHORITIES:

The incumbent is directly responsible for the management and administration of a significant function of NACCA and generally works independently in the completion of duties guided by established policies and procedures.

The incumbent:

- resolves all day to day problems with the exception of major procedural changes.
- develops and makes recommendations to COO for procedural and policy changes.
- Refers contentious issues and applications to the COO for advice and/or direction

A high level of trust is involved in the position, given the access to confidential information where disclosure would have a significant impact on the organization

LEADERSHIP, MANAGEMENT, SUPERVISORY, ADVISORY & TEAM RESPONSIBILITY.

The incumbent is not directly responsible for training or supervision; however, guidance is expected to be provided to the Administrative Assistant on ATC-related matters.

Work is performed within the framework of applicable legislation, policies, procedures and regulations of the office and is evaluated against time guidelines, quality, objectives and results achieved.

The incumbent exercises considerable judgment in the application of guidelines to develop and monitor work plans and priorities.

The incumbent is required to demonstrate appropriate workplace behaviour that reflects and demonstrates accountability, integrity, and trust.

Team interaction is essential to ensure efficient operation of the Access to Capital Program.

ORGANIZATION CHART:

To be attached

SIGNATURES:

The signatures below indicate that both parties have read and discussed the information in this Job Description.

Incumbent

Name	Signature	Date
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Chief Operating Officer

Name

Signature

Date

