

Undertaking 155

Re: Undertaking 51, FTE additions in 2014 and 2015

Undertake to provide the job descriptions or position descriptions for two new positions under the engineering and operating group, cost controller.

Undertaking 155, Attachment 1 includes the position descriptions for Cost Controller for TRO in Bishop Falls and the Senior Cost Analyst in PETS. Note that while the position in PETS was budgeted as Cost Controller, the position was subsequently retitled to Senior Cost Analyst.

Cost Controller – TRO

Company: Newfoundland and Labrador Hydro

Division: Regulated Operations

Department: Operations

Section: TRO

Subsection: TRO Management

Location: Bishop's Falls

Organization Reporting

Direction Received:

The Cost Controller - TRO reports to the General Manager – TRO with an indirect link to the Hydro Controller. The position entails application of a core technical skill set in cross-functional interaction with multiple business units and departments throughout TRO.

The incumbent is expected to use a high level of initiative, and sound professional judgment to develop, analyze, interpret, and report financial information received from the TRO line of business, for the provision of key information to support budgeting, forecasting, reporting, and other processes on a continuing and special project basis. The incumbent must be flexible in his/her work approach to accommodate changes in priorities resulting from the management of several projects simultaneously

Direction Exercised:

Provides staff at all levels as direction and assistance as required, particularly to the Business Unit Managers on a regular basis, and to temporary staff as circumstances dictate.

Job Description

Summary of Job Function:

The incumbent will be expected to work effectively both in a strong team based environment, and in instances when an appropriate level of autonomy is required.

The Cost Controller will prepare regular divisional financial reports in liaison with the Business Unit Managers in support of TRO leadership and compiles ad hoc managerial reports and analysis as required. The Cost Controller will also prepare reports and finance responses at the request of the General Manager - TRO. The Cost Controller will also support the finance team in the preparation of

reports and responses to the Public Utilities Board to ensure alignment, accuracy of information and timelines are met.

The Cost Controller will prepare budgets and forecasts for operating costs and capital for TRO, and will take a leadership role in ensuring alignment between TRO departments.

The incumbent will have responsibility for the provision, or evaluation of cost-benefit and scenario analysis as required, along with other financial decision support activities as necessary, to support capital and operating planning and reporting activities within TRO.

The position will be responsible for ensuring the effective functioning of the financial controls and processes of Hydro as they pertain to TRO, as well as the more detailed functions and analytics as outlined below.

Principal Activities, Duties, and Responsibilities:

The Cost Controller - TRO will be a key member of the TRO team and will be responsible for the following:

- I. Compilation of management reports for TRO
- II. Preparation of reports and responses to the Public Utilities Board
- III. Review/preparation of ad hoc requests from the General Manager – TRO and Controller – Hydro
- IV. Budgeting, forecasting and variance analysis for TRO
- V. Financial controls - identify, understand, implement, and monitor in cooperation with Hydro Controller financial controls
- VI. Capital projects - participate, offer guidance, review/report on variances/provide feedback to business unit managers/project managers and monitor timely completion of capital projects
- VII. FTE analysis - budget, forecast, review and provide detail variance analysis on employee full time equivalents
- VIII. Analysis and reporting using corporate systems such as Clarity, JDE, Spreadsheet Server etc.
- IX. Application of corporate policies to TRO
- X. Assist with implementation of new systems and processes
- XI. Ensure the coordination and integration of activities and analysis within and among business units as necessary
- XII. Review reconciliation of accounts and analyses, as well as preparation/review of working papers
- XIII. Keep up to date with changes/developments in accounting principles and guidelines
- XIV. Perform research as required to support accounting and regulatory principles

- XV. Assisting in responding to queries from external and internal auditors
- XVI. Provision of the necessary support to the Hydro Finance function, with respect to applicable internal and external reporting requirements
- XVII. Prepare reports and presentations as required based on financial analysis performed
- XVIII. Foster open communications and team building across the business units, while promoting the role of the TRO group within the organization
- XIX. Preparation, and maintenance of detailed documentation specific to the duties and functions of the role, in support of the 'cross training' concept for the functions performed
- XX. Other duties as may be required

Job Specifications

Education:

University degree with an Accounting designation. An equivalent combination of education, training and experience may be considered.

Experience:

At least 10 years of progressively responsible experience in financial analysis and/or accounting. Experience related to the Electric Utility industry is considered an asset for this position.

Special Skills, Job Requirements and Working conditions:

- Superior communications and interpersonal skills, an ability to interact efficiently and professionally with all levels of employees across the organization, along with an eagerness to establish and maintain positive working relationships
- Appropriate working knowledge of GAAP / IFRS
- Ability to independently and effectively lead a group in the realization of a given objective without the benefit of line authority
- Proficiency in use of computer applications
- General knowledge of electric utility industry and regulatory environment
- Strong analytical skills, and as necessary, financial modeling skills
- Knowledge of corporate systems such as JDE, Showcase, Clarity as well as exceptional knowledge of MS Suite, especially Excel and Power point
- Ability to adapt to changing working environment
- Service-oriented, team player
- Ability to research, analyze and interpret information from a variety of sources and subject areas, with a particular emphasis on energy policy and accounting guidelines



Nalcor Energy

JOB DESCRIPTION

JOB TITLE Senior Cost Analyst

DEPARTMENT Project Execution & Technical Services

LOCATION St. John's

DIRECTION RECEIVED

Receives direction from the Team Lead – Project Services. This position is expected to exercise a high degree of personal initiative and judgment.

SUMMARY OF JOB FUNCTION

Working within the Project Execution & Technical Service - Project Services team, the Senior Cost Analyst will be responsible to provide analytical support for all operating and capital functions within division.

PRINCIPAL ACTIVITIES, DUTIES, AND RESPONSIBILITIES

In a team based setting, provide support to the Project Execution & Technical Services division by developing and maintaining effective and efficient project cost methods, procedures, controls and reports to ensure financial data is accurate, timely and in accordance with corporate policies.

- Responsible for preparing budgets and forecasts of operating expenses for the PETS division
- Develop and implement templates, spreadsheets and other reporting tools as required to maximize efficiency and accuracy of analysis and reporting
- Conducts analysis of budget, forecast and actuals to ensure accuracy
 - Prepare variance explanations on operating accounts
 - Review capital variances with Project Managers and assist with timely change management processes
- Monitor capital project close out activities
- Analyze data in support of departmental and corporate performance measurements
- Develop and prepare monthly and ad hoc reports as required using power point, excel or other tools as required
- Monitor and report FTE's and vacancies for the PETS division
- Develop, deliver and coordinate training strategies for staff, resulting from changes to business systems practices or processes
- Other related duties as required to support the ongoing operation and continued growth of the PETS division.
- Proactively participate in applicable aspects of the corporate Safety and Health Program and contribute to a vibrant safety culture

"Shall be familiar with the Environmental Policy and Guiding Principles and applicable environmental Standard Operating Procedures."

JOB SPECIFICATIONS

EDUCATION

University degree in Business with an Accounting designation (or enrollment in an accounting program) or an equivalent combination of education, training and experience.

EXPERIENCE

Minimum of 5 years of experience in financial analysis and/or accounting. Experience related to the Electric Utility industry is considered an asset for this position.

SPECIAL SKILLS, JOB REQUIREMENTS, WORKING CONDITIONS, ETC.

- Superior communications and interpersonal skills, an ability to interact efficiently and professionally with all levels of employees across the organization, along with an eagerness to establish and maintain positive working relationships
- Strong analytical, problem solving and decision-making skills.
- Ability to work independently and within deadlines
- Team player with positive attitude.
- Self-starter who is highly motivated.
- Ability to adapt to changing working environment
- Knowledge of corporate systems such as JDE, Spreadsheet Server, Showcase, Clarity as well as exceptional knowledge of MS Suite, especially Excel and Power point
- Working knowledge of JD Edwards (desired).
- General knowledge of electric utility industry and regulatory environment
- Demonstrated awareness and sensitivity to safety, health and environmental issues.

Salary Grade: Current Salary Grade HAY XX

PREPARED BY _____

APPROVED BY _____

DATE _____

DATE _____