# ProvMB Logo_clr APPLICATION SCREENING FORM

**Alternate formats available upon request.**

Candidates are required to submit the Application Form for screening in addition to their resume and cover-letter.

The selection board will rely **only on information provided in this Application Screening Form** to determine whether a candidate will be invited for further assessment.

|  |  |
| --- | --- |
| **Advertisement #** | 37482 |
| **Job Title** | FI5, Comptroller |
| **Department(s)** | Courts Division, Manitoba Justice |
| **Location(s)** | Winnipeg |

## PART 1: APPLICANT INFORMATION

**(REQUIRED)**

|  |  |
| --- | --- |
| First Name:      | Family (last) Name:      |
| Phone Number:      | Email:      |
| Address:      | City:       |
| Province:      | Country:      | Postal Code:      |

[ ] I am currently employed with the Manitoba Government in a term, regular or departmental position.

## PART 2: SCREENING CRITERIA

**(REQUIRED)**

*For each of the screening criteria for this position, describe how you meet the criteria, using significant examples from your experience.**Experience can include work, volunteer and/or educational experience.* ***You must not exceed a maximum of 200 words per screening criterion.*** *Additional criteria may be reviewed at a later stage with candidates selected for further assessment.* ***Note that the Application Screening Form will also be used to assess written communication skills (includes grammar, spelling, paragraph format and punctuation).***

|  |  |
| --- | --- |
| **Screening criteria** | **Describe how you meet each screening criterion, using specific examples as appropriate.*****You must not exceed a maximum of 200 words per screening criterion.***  |
| 1. A professional accounting designation (CPA preferred) or an equivalent combination of accounting / financial experience and training
 | Please state your professional accounting designation and financial experience. If you do not have a professional accounting designation, please state your equivalent combination of accounting / financial experience and training. |
| 1. Experience in financial administration which may include providing leadership and direction in matters of financial control and reporting; financial systems planning, design and implementation; cost benefit analysis and evaluation on new and existing initiatives; implementation and maintenance of strong financial controls and assurance of sound business practices
 | Please describe your experience providing executive financial support. In your response, please provide an example of a financial administrative practice or procedure you have developed as well as well as how it improved on the previous process, or addressed a new need, shortened turnaround times, reduced workload, mitigated risk, and/or improved accuracy. |
| 1. Experience in the evaluation of financial functions and development of divisional financial policies, procedures and guidelines
 | Please describe your experience in the evaluation of financial functions as well as the development of financial policies, procedures and guidelines. In your response, provide a specific example including your role, the evaluation, what you considered in the development, any challenges in implementation as well as the outcome/result. |
| 1. Experience in financial management activities such as planning, forecasting, expenditure control and annual budgeting process systems
 | Can you please tell us about your experience in the following financial management activities:* planning
* forecasting
* budgeting
* expenditure control
* the annual budget process

How do you ensure that the organization is cost effective?  |
| 1. Sound knowledge of Generally Accepted Accounting Principles (GAAP) and accounting standards, including internal control concepts
 | Can you please tell us about your knowledge of Generally Accepted Accounting Principles (GAAP), and any other accounting standards and internal control concepts. When would you apply them? |

## PART 3: EMPLOYMENT EQUITY DECLARATION

**(VOLUNTARY)**

*The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation.*

*The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities). We encourage applicants to voluntarily self-declare.*

[*Click here for more information on the Employment Equity Policy.*](http://www.gov.mb.ca/csc/policyman/equity.html)

**Please check the boxes that apply to you. Note that you may declare in one or more of the employment equity groups.**

[ ]  WOMEN

[ ]  INDIGENOUS PEOPLE

[ ]  PERSONS WITH DISABILITIES

[ ]  VISIBLE MINORITIES

## PART 4: VETERANS’ PREFERENCE DECLARATION

**(VOLUNTARY)**

*Veteran status is a consideration in all competitions where it is deemed to be in the public interest. Completion of this veterans’ preference declaration is voluntary.*

[*Click here for more information on the Veterans’ Preference Policy*.](http://www.manitoba.ca/csc/policyman/veterans.html)

[ ]  I wish to declare Veteran status

## PART 5: APPLICATION DECLARATION

**(REQUIRED)**

|  |  |
| --- | --- |
| By indicating “yes” in the adjacent box, I certify that the information provided on this application is accurate and complete to the best of my knowledge as of the date indicated below. I understand that falsified or misleading statements and omissions will result in rejection of this application and, if employed, may be cause for termination. (yes/no) |  |

Date:

**We thank all who apply and advise that only those selected for further consideration will be contacted.**