



IDENTIFICATION

Position Number	Position Title	
15-533, 15-1324, 15-3455, 15-11222, NEW	Senior Financial Management Board (FMB) Analyst	
Department	Division/Region	Location
Finance	Management Board Secretariat	Yellowknife

PURPOSE OF THE POSITION

Reporting to the Director, Management Board Secretariat, the Senior FMB Analyst provides independent and objective analysis, and broad financial, policy and strategic advice on all government-wide on-going operations and priorities, and new strategies and initiatives with financial consequences, to the highest level decision-makers in Government. The incumbent provides advice directly to the Director, Management Board Secretariat, the Deputy Secretary to the Financial Management Board and the Deputy Minister of Finance, Chief Financial Officers in Departments and/or Boards and Agencies, the Financial Management Board (FMB) and, where appropriate, advice to Executive Council (Cabinet).

The incumbent is also expected to provide departments and senior managers across Government with independent advice on programs, initiatives and strategic plans that have financial impacts and broad cross-departmental implications. The incumbent is expected to monitor compliance cross-Government with Financial Management Board direction and all governing authorities and legislation. The incumbent is expected to assess incoming documents and communications in order to effectively share new and important information with relevant departments.

SCOPE

Management Board Secretariat branch in the Department of Finance is responsible for providing strategic and financial advice to the FMB on all decisions government-wide which affect financial, human and/or physical resources, including policy and strategic decisions; for managing the government-wide budgetary process and ensuring that its development is effectively coordinated to meet the requirements of the Legislative Assembly; for coordinating research respecting any financial or other resource, revenue or expenditure, within the government; for ensuring that the government has appropriate financial information and analysis; for providing all financial advice and expertise to departments, regional offices, central agencies and Boards and Agencies; and for

monitoring government-wide compliance with FMB directions and/or Cabinet directions, policies and legislation.

The incumbent plays a critical role in the operation of the Management Board Secretariat by functioning as an effective advocate in advancing Cabinet, FMB and broad-GNWT interests; providing expert advice and counsel on financial and strategic matters; supporting the development, implementation and reporting on government-wide Main Estimates (revenue and expenditure budgets); and assisting in coordinating financial and/or other research on behalf of the GNWT.

The incumbent's activities are subject to operational goals of the organization, including cross-government operational goals, and managerial direction of only a general nature. On-going organization of activities required to fulfill the general goals and objectives are determined by the incumbent through preparation of work plans and discussions with the Director, Management Board Secretariat and the Deputy Secretary to the FMB on general goals and objectives. Although overall financial advice, planning and monitoring is the responsibility of the Deputy Secretary of the FMB, the scope and quality of research, analysis, and advice on financial issues cross-government are significantly impacted by the advice provided by the incumbent. The results of the Senior FMB Analyst's activities are externally focused and have direct and immediate impact cross-government and in the Legislative Assembly. Further, the research, analysis and advice provided by the incumbent has direct and immediate impact on government planning, government resource allocation, and government positions on financial, policy and strategic issues. The assessments and recommendations of the incumbent have direct and immediate impact cross-government in Ministerial, departmental and Board and Agency expenditure management and long-term commitments.

The incumbent is responsible for the analysis of Ministerial submissions to the FMB, existing programs and services cross-government as well as strategic initiatives, and can also include requests for FMB direction on other matters of financial policy or other responsibilities of the FMB as laid out in the *FAA*. The analysis of these submissions requires the interpretation of financial and other government policy or legislation. This analysis is communicated through written assessments reviewed by FMB on all Decision Items, and frequently on Information Items, tabled at each and every FMB meeting, and has immediate and direct influence on the decision-making of the FMB.

The Senior FMB Analyst is expected to take a pro-active role with departments in order that they are familiar with the department's programs, historical funding levels and the development of new initiatives. The portfolio of departments assigned to analysts may be rotated to broaden the in-depth analysis and ensure a comprehensive view of government operations within the MBS.

The Director, MBS, and Deputy Secretary of the FMB and Deputy Minister review the assessments prepared by the incumbent before they are considered by the FMB, in terms of overall critical assessment against established statutes, policies, business plans, overall government priorities and environmental realities.

The incumbent must exercise initiative and work independently in analyzing and compiling reports, and providing advice to client departments and other decision makers.

The position determines appropriate methodologies for analyzing the issues or Ministerial requests and determines how to appropriately, soundly and logically present and defend their recommendation for decisions, improvements and or further analysis or action, as appropriate, which demands excellent written and verbal communication skills.

The incumbent participates on special projects that include, but are not limited to, the development of fiscal and financial policy, and provides advice and acts as a consultant to government departments, boards and agencies for the purposes of acquiring, sharing and disseminating data. Internal contacts may include department officials, staff, and cross-government committees; external contacts may include provincial/federal government departments/agencies, industry, suppliers/distributors and the public.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished.)

- 1. Support the FMB and, where appropriate, Cabinet, and GNWT Chief Financial Officers by providing expert advice and counsel on all financial matters associated with the expenditure and long term commitments of public money, human resource management and information management and technology**

Main Activities:

- Provide advice to the FMB, and Cabinet where appropriate, Deputy Secretary to Cabinet, Deputy Ministers and Chief Financial Officers and their staff on financial matters as they relate to all strategic initiatives and expenditures and commitments of the government.
- Develop analytical and other research material to support the advice provided.
- Prepare and provide briefings to the Chairman of FMB or the FMB as a whole, about the results of research or analysis

- 2. Support the development, approval and reporting on the cross-government budget process and Main Estimates (Budget).**

Main Activities:

- Provide independent, objective analysis, advice, develop assessment reports, and make recommendations for decisions on all proposals in Ministerial submissions to the FMB and, where appropriate, Cabinet which require FMB decisions or directions on courses of action; using such tools as cost-benefit analysis, return on investment analysis, measuring efficiency, effectiveness and economy; and ensuring conformance/consistency with established governing authorities (e.g. Cabinet policies, Legislation, Financial Administration Act, Financial Administration Manual Directives) and government priorities/strategies.
- Analyze departmental financial data, proposals, previous submissions and FMB decisions and directions and current policies to ensure accuracy/plausibility of information/projections presented and determine if desired outcomes will result if implemented and the impacts on clients and/or other stakeholders;
- Evaluate options and provide feedback, advice and recommendations to client departments (may consult with affected or interested parties);
- Remain up to date on political, economic and social trends and assess the impacts on proposed and current policies and programs.
- Provide advice to Chief Financial Officers and departmental representatives, as consulted, on the preparation of FMB Submissions, including content, proposed actions and determining whether proposed initiatives require ministerial, FMB or Cabinet authorization. Communicate FMB direction and provide advice on actions to respond to FMB direction.
- Provide advice and support to Chief Financial Officers and departmental representatives, as consulted, on development or implementation of financial, budget, program or organizational authorities or systems.

3. Coordinate research on financial and other matters of responsibility of the FMB, on behalf of the GNWT

Main Activities:

- Conduct research and analysis of information needed to produce analytical reports that identify matters of financial, expenditure, revenue or debt management of the government.
- Act as a consultant to officials in government departments, boards and agencies providing advice, and sharing and disseminating data, and with provincial/federal government departments/agencies, industry, stakeholders and the public.

- Contribute to the development of governing authorities (e.g. legislation, policy, procedures), systems, negotiating positions having government-wide impact or strategic significance and participate in special research, or development, or other special projects for FMB, departments, boards or agencies or in support of government-wide activities or initiatives.
 - Participate in Finance or inter-departmental committees and working groups tasked with such projects and provide research and analytical support to such committees.
 - Participate in continual-learning opportunities, and remain current with financial management/control and policy development innovations, and research and/or disseminate key financial and socio-economic issues.
4. **Monitor departmental compliance with such FMB direction and other governing instruments related to strategic financial planning, resource allocation, financial management, and budget management.**

Main Activities:

- Review departmental reports and submissions (e.g.: variance reports) and flag problems or issues.
- Provide advice on and, as appropriate, recommend remedial action.
- Continually analyze and monitor departmental funding levels and budget transfers and adjustments, particularly as they may relate to restricted funding, or subsequent funding requests.

5. **Support the Legislative Assembly Standing Committees by providing information and reporting relating to cross-government expenditure of public funds and changes in program and service delivery.**

Main Activities:

- Research and coordinate information and materials to facilitate the Legislative Assembly Standing Committee review of cross-government Business Plans and Main Estimates (Budgets), and/or develop or coordinate responses to requests for information from Legislative Assembly Standing Committees.
- Attend all Legislative Assembly Standing Committee reviews of Business Plan and Main Estimates (Budgets).
- Analyze and present the issues or concerns of Standing Committees to the Director, MBS, Deputy Secretary to the FMB, Deputy Minister of Finance and senior officials and Chief Financial Officers cross-government.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.)

The incumbent must be able to analyze, interpret and critically assess a wide range of information including legislation, draft legislation and legislative proposals, existing and proposed policies, provincial/territorial/federal and departmental initiatives and programs and services, Cabinet and FMB direction, strategic plans, business plans, various financial data, and other relevant documents and studies. This includes the preparation of reports on research studies; ability to use and develop economic models, to analyze, interpret and forecast economic/demographic trends. Incumbents must be able to anticipate the implications of potential changes in order to develop advice and make recommendation for decision-making by the Financial Management Board, and Cabinet when applicable, to influence decisions of the government in order to meet objectives.

The incumbent must be able to undertake required research and prepare reports, which will include analyzing, interpreting and forecasting policy, program and economic trends; anticipating and advising of the financial, human, and organizational implications of these changes and recommending what directions the government should take in order to meet objectives. In order to have the needed context for the development of strategic financial advice, the incumbent must have a good working knowledge of how government policy is developed, be able to assess how decisions can affect these areas, and understand the current political, economic, social and cultural aspects of the Northwest Territories, Canada and the world.

In order to effectively support development of strategic financial advice, the incumbent must possess the ability to understand, develop and communicate highly complex materials. The incumbent must have superior planning, organizational, written and verbal communication skills in order to communicate, at times complex, issues to a variety of audiences, including communicating difficult positions (politically and financially sensitive matters) to decision makers, senior managers and other departmental staff. The incumbent must be appropriately assertive, self-motivated, confident and possess above-average interpersonal skills with the ability to employ diplomacy, tact and good judgment in communicating and maintaining excellent working relationships with individuals cross-government and with organizations outside the government. The incumbent must possess excellent negotiating skills to encourage buy-in and persuade cooperation where no direct reporting relationship exists. The incumbent must be self-directed, highly self-initiative, and creative. The incumbent is expected to work both as a team player and independently with little direct supervision.

From time-to-time the work environment can be highly charged. Demands on time can be heavy, particularly before sessions of the Legislative Assembly and during budget development periods. The incumbent must possess exceptional time management and organizational skills and be capable of working under extreme pressure in order to balance numerous demanding and active files and deliver results within often constrained time lines.

In order to undertake the required quantitative and qualitative analysis, the incumbent must be proficient in the use of computers and related software such as databases,

spreadsheets and word processing.

The depth and breadth of knowledge required to undertake these tasks is most commonly acquired through completion of a graduate degree in economics, business administration, public administration, completion of a professional accounting designation, or approved equivalency plus a minimum of five years work experience in the areas of financial management, planning, and program design and/or evaluation. Such experience could be acquired through work in either the public or private sectors.

WORKING CONDITIONS

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. **Express frequency and duration of occurrence** of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue.)

The incumbent works in a typical office setting with no unusual physical demands. Some travel may be associated with the position. Immediate deadlines may lead to long hours.

Frequency: Daily

Duration: 5-7 hours/day

Intensity: Moderate

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed.)

As the incumbent works in a typical office setting, there are no unusual environmental demands.

Frequency: Daily

Duration: 5-7 hours/day

Intensity: Low

Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgements through touch, smell, sight and hearing and judge speed and accuracy).

The incumbent spends great amounts of time reviewing and evaluating proposals, decision/position papers, preparing reports, conducting research, keeping current on national and international events and issues, etc. For this, the incumbent is exposed to demands of high concentration. The incumbent also spends time attending meetings and/or discussing matters on the telephone. This requires substantial sensory attention.

**Frequency: 3 wks/month
to High**

Duration: 4-6 hours daily

Intensity: Moderate

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples.)

The incumbent is exposed to tight deadlines and continually varying workloads with competing priorities, which also demands adjustments to family and lifestyle. The incumbent is exposed to long periods of high concentration to ensure thoroughness of analysis and accuracy in recommendations and advice, which is physically and mentally exhausting.

Frequency: Daily

Duration: 4-6 hours daily

Intensity: Moderate to High