



Northwest Territories

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
21-8289	Financial Planning & Budget Officer	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
Municipal and Community Affairs	Corporate Affairs	Yellowknife

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and why – overall expected end result)

The Financial Planning and Budget Officer position provides advice and support to the department's senior management on financial planning and budgeting for the whole department.

SCOPE

(Describe in what way the position contributes to and impacts on the organization. This includes but is not limited to reporting relationships, contacts, budget, etc. For management positions, indicate the subordinate position(s) through which work is accomplished)

Located in Yellowknife and reporting to the Manager, Financial Services, this position consolidates the five financial planning and budget exercises for the Department, including the submissions themselves and the supporting substantiation and briefing materials. It also coordinates the O&M variance, reconciles the department's \$99 million budget and subsequent submissions to the central agencies. The actions of this position can affect the accuracy of the Department's budget submissions.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Use main activities to strengthen and help explain the responsibilities – Responsibilities are not a list of duties)

1. Consolidate the Department's, O&M Main Estimates and Capital Main Estimates.
 - Recommend amendments to departmental instructions for preparation of O&M plans and main estimates;
 - Review financial submissions for business plan and Main Estimate preparation to ensure compliance with the Financial Administration Act and departmental and GNWT policies;
 - Consolidate and edit the Department's submissions and direct input of final narratives and numbers;
 - Coordinate the gathering of briefing notes, financial analysis and other support documents for use by the Deputy Minister and Minister and in response to decision makers such as the Financial Management Board, Standing Committee on Infrastructure and the Legislative Assembly;
2. Coordinate the loading of approved budgets.
 - Prepare detailed budget for presentation to the Financial Management Board Secretariat;
 - Analyze proposed cash flows prepared by program managers against past trends and current year environment and recommend adjustments, as required, to program managers and the Manager of Financial Services;
 - Prepare budget vouchers for changes to the departmental budget;
 - Reconcile the changes to the budget versus the central agency.
3. Participate in the management and control of the Department's budget (the variance and outlook processes).
 - Analyze submissions for compliance with completion standards, for accuracy, and for reasonableness with past trends;
 - Work with program managers in the Department and in service departments to address information gaps, inaccuracies, etc., and if agreement is not reached, recommend corrective action to the Manager, Financial Services;
 - Consolidate the Department's submissions to the Financial Management Board for approval of the Deputy Minister;
 - Prepare Financial Management Board submissions to seek approval of proposed budget adjustments; and direct the preparation of budget vouchers and cash flow adjustments to implement approved budget adjustments;
 - Prepare reports to advise program managers of the status of proposed and approved budget adjustments arising from the variance and outlook processes;
 - Reconcile revised main estimates to original appropriations;
 - Prepare financial reports for program managers about the status of expenditures and revenues between variance and outlook processes. The frequency of such reports is in keeping with Department standards and on an "as requested basis".

4. Recommend and participate in the development of financial planning and budget management authorities and practices for use within the Department and GNWT.
 - Perform research of authorities and practices, analyze information and recommend to the Manger, Financial Services, changes to current authorities and practices;
 - Train program managers in the use of budget management tools and generating special reports from SAM.
5. Assist the Manger of Financial Services in dealing with peak workloads resulting from the cyclical nature of the section's responsibilities.
 - Analyze and reconcile general ledger accounts;
 - Perform the departmental coordinator role for VISA and Diners;
 - Analyze expenditure patterns for the department;
 - Monitor and balance agreements for work on behalf of third parties (fund 3);
 - Participate the departments year end and Public account process
6. Provide financial advice to MACA staff and coordinate some of the residual financial duties post Financial and Procurement shared services.
 - Liaison with MACA and PWS staff on procurement matters
 - Update MACA staff on the status of PO's and Service Contracts
 - Monitoring of travel related transactions to ensure accuracy of coding
 - Develop internal control techniques to ensure all revenue is billed and paid in a timely manner

KNOWLEDGE, SKILLS AND ABILITIES

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

- The ability to apply knowledge of financial planning and budget development concepts and generally accepted accounting principles;
- The ability to apply analytical skills to solve problems and recommend alternate courses of action;
- The ability to work as a team member on projects for the Section, Division, Department;
- The ability to apply advanced knowledge of computer software packages for word processing, spreadsheets, accounting and database applications, and to interface different software packages to suit project assignments;
- Listening skills;
- Strong communication skills required to train program managers and to explain accounting practices to non-accountants.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

(Identify the way that employees of the GNWT typically attain the above-mentioned KSAs. In addition, any statutory requirements should be identified here.)

The above knowledge, skills and abilities are generally acquired through completion of post secondary education in a recognized accounting program to the intermediate level and 3 years accounting and analytical experience applying concepts where budgets dealt with increase in size and complexity and require co-ordination of several components.

WORKING CONDITIONS

Working Conditions identify the *unusual and 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, sensory demands and mental demands.

Physical Demands

(Indicate the nature of unusual and unavoidable physical effort leading to physical fatigue)

Normal office environment

Environmental Conditions

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

Normal office environment

Sensory Demands

(Indicate the nature of unusual and unavoidable demands on the incumbent's senses in order to make judgments through touch, smell, sight and hearing and judge speed and accuracy)

Normal office environment

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue)

Normal office environment

EXCLUSION/INCLUSION

Section A

- This job should be included in the bargaining unit
- This job should be excluded from the bargaining unit (complete section B)

Section B – Rationale for exclusion from the bargaining unit

(Exclusion from the bargaining unit must meet the conditions outlined in section 306 of the GNWT's Human Resources Manual (HRM). Refer to Section 306 of the GNWT's HRM and outline the reason for the exclusion request below)

Comments:

