



IDENTIFICATION

Department	Position Title	
Education, Culture & Employment	Financial Planning & Budget Coordinator	
Position Number(s)	Community	Division/Region(s)
71-10510	Yellowknife	Finance and Capital Planning

PURPOSE OF THE POSITION

The Financial Planning & Budget Coordinator takes a lead role in the budgetary coordination for the Department of Education, Culture and Employment (ECE). In accordance with GNWT acts and policies, Department of Finance instructions, and senior management direction, the position ensures systems and processes are in place to facilitate and coordinate the budget planning, development, management and analysis of the department program budgets including ensuring adequate information is available for appropriate resource allocation decisions. This position plays a key role in the preparation of major budgetary exercises such as the Business Plan and Main Estimates.

SCOPE

The Department of Education, Culture and Employment is the largest employing department and is responsible for about one quarter of the GNWT's operating budget. The department is organized into three program branches: Education and Culture, Advanced Education and Income Security. ECE has a complex administrative structure composed of a college system, eight Education Councils/ District Authorities, five regional offices, and a headquarters component.

Located in Yellowknife, the Financial Planning & Budget Coordinator reports to the Manager, Financial Planning, and is part of a team of financial and administrative specialists that provide financial, accounting and program support to various divisions. In addition, this position provides advice and direction to outside agencies, regional staff on contract and tender procedures and the interpretation and application of financial acts and policies to ensure compliance.

Department Dimensions (2015-16)

Staff:	1,600
Financial Systems:	SAM, CMAS, Loan Manager
O \$ M Budget:	\$310 million
Grants and Contributions	\$221 million
Capital Assets Book Value:	\$333 million
Capital Plan:	\$10 million
Third Party Funding	\$5 million
Revolving Fund:	\$45 million

RESPONSIBILITIES

- 1. Coordinate departmental budgetary development exercises including Business Plans, Main Estimates, Quarterly Variance and Forecast Reports and Supplementary Estimates***
 - Analyze call letters, constraints and schedules, requests new initiative and forced growth instructions and determine how to apply material to ECE requirements and process.
 - Draft and/or review financial data sections of financial budgetary related documents including Financial Management Board (FMB) submissions, Business Planning requests, new initiatives, forced growth and supplementary funding for accuracy, completeness and reasonableness.
 - Summarize data to assemble the financial appendices of Business Plans.
 - Assemble Business Plan material
 - Maintain budget worksheets
 - Reconcile department targets and financial detail to Main Estimates and Business Plan financial information.
 - Review Main Estimates text information for accuracy, completeness and ensure documentation is current.
 - Compile the Department's Main Estimates
 - Co-ordinate ECE's capital acquisition plans, financial and narrative.
 - Develop and maintain other internal process and systems to support the business plan, main estimates and ongoing budget management processes.
 - Makes recommendations to improve budget process, target reallocations and target setting process
- 2. Coordinate analysis of budgetary controls and fiscal management.***
 - Administer and review quarterly variance report exercise with program managers
 - Monitor fiscal year end projections for all votes and recommend corrective action as required
 - Maintain information system of forecasting salary and benefit budget shortfalls and surpluses for inclusion into the departmental variance reporting exercises as well as the main estimate process;

- Prepare monthly expenditure management reports for submission to the Department of Finance.
- Reconcile the main estimates and supplementary appropriation adjustments to the financial system;
- Advise program managers of the status of proposed and approved budget adjustments arising from the variance and outlook processes;
- Maintain and prepares monthly operations and maintenance /capital budget adjustments, quarterly capital budget adjustments, and monthly inter-activity transfers over \$250K reports
- Review and analyze monthly free balance report and compare to quarterly variance projections.
- Review various financial reports generated by financial system monthly or as required basis, determine and implement appropriate corrective action
- Maintain an effective chart of accounts that ensures all reports on financial transactions meet statutory, organizational, management and generally accepted accounting principles and requirements.

3. *Maintain Financial Management Board (FMB) submission tracking system and process*

- Monitor FMB agendas and recommendations
- Ensure budget vouchers are processed, other conditions of any records of decision are adhered to
- Coordinate the submission of any outstanding information required by FMB, Standing Committee, Legislative Assembly or Department of Finance related to budgetary documents including the FMB Action Reminder List
- Communicate records of decision with program personnel
- Oversee the monitoring, tracking and recording of FMB submissions at each stage of the approval process by maintaining ECE's FMB submission logs and Records of Decisions
- Prepare FMB submissions when circumstances dictate
- Review FMB submissions prepared by program personnel
- Prepare briefing material as required
- Ensure that financial implications of submissions are included in the business plan, main estimates or supplementary estimates
- Develop related financial material to defend funding requests

4. *Maintain the Department's Vote 01, 02, 03, 07 and 08 budgets*

- Monitor budget systems, ensuring the integrity of budget information
- Prepare cash-flows and ensure that the cash-flows are appropriate to allow for effective cash management and variance reporting

5. *Coordinate and facilitate financial management training and procedures.*

- Provide training to program personnel in the use of budget management tools
- Identify areas for improvement
- Develop training materials

- Provide training to staff
- Prepare and update procedure manuals.

6. Perform other duties as required

- Assist the Manager, Financial Planning and other staff in dealing with peak workloads resulting from the cyclical nature of the section's responsibilities.
- Act for the Manager, Financial Planning
- Participate and provide support at Interdepartmental Committee Meetings.
- Prepare various year-end reports and schedules for the Public Accounts.
- Prepare revenue and expenditure pattern analysis.
- Provide information and analysis on financial research and special projects.
- Provide assistance to other members of the Division as required
- Other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial planning and budgetary development concepts
- Knowledge of Annual Budget and Financial Cycles
- Knowledge of Generally Accepted Accounting Principles Knowledge of organizational structures and management relationships.
- Knowledge of cash flows and historical trend analysis
- A high degree of proficiency in using computer software applications (particularly spreadsheet, database and statistical applications),
- Superior communication and presentation skills (oral and written)
- A high degree of adaptability and initiative is essential
- Ability to critically analyze material and provide advice to management.
- Management and planning skills
- Knowledge of the people, culture, government and health and social services in the NWT and its political and business environment is an asset

WORKING CONDITIONS

Physical Demands

There is limited physical effort required for this position. There are long periods where the incumbent is required to stay seated and use a computer, which can cause back and muscle strain.

Environmental Conditions

The office environment is considered adequate. From time to time the incumbent will be required to travel to small remote communities across the NWT.

Sensory Demands

The incumbent may spend long periods of intense concentration reviewing data and information. The incumbent is expected to spend long periods using a computer which can cause eye strain.

Mental Demands

Mental fatigue is extremely common as a result of a requirement of a heavy workload; frequent need for intense analytical work; and project management that is impacted by tight deadlines. Imposed unexpected and competing demands also frequently cause high levels of stress and extreme mental fatigue.

Typically, the above qualifications would be attained by:

Completion of Degree in Commerce, Major in Accounting in Canada, and completion of a recognized Canadian professional accounting designation (CGA, CA, CMA, CPA) as well as 3-years directly related experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one)

- French required
- French preferred
- French not required