

## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Financial Planning and Budget Officer	
Position Number	Community	Division/Region
71-3496	Fort Smith	South Slave Region

## PURPOSE OF THE POSITION

The Financial Planning and Budget Officer is a senior officer level position highly involved in budgetary planning. This position takes the lead role in budget development and financial planning and analysis for the South Slave Education, Culture and Employment Service Centre. In accordance with GNWT acts and policies, Department of Finance direction, and senior management direction, the position ensures systems and processes are in place to facilitate and co-ordinate the budget planning, development, management and analysis of the regional program budgets.

## SCOPE

Located in Fort Smith, the Financial Planning & Budget Officer plays a key role in providing financial planning, accounting and program support to the Regional Superintendent, Regional Manager of Income Security, Career Development Officer and Early Childhood Consultant. 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.

The incumbent ensures adequate information is available for proper resource allocation decisions in regards to the Department's annual Operations & Maintenance, Fund 1 and Fund 3 budgets. This position coordinates with the Regional Superintendent, the major budgetary exercises for the Department by maintaining the departmental coding structure, preparing budget loads, coordinating variance reports and projections, while maintaining accurate and useful historical information relating to the ECE regional office's financial resources.

*South Slave Regional Office Description:*

*Staff: 18*

*Financial Systems:*

*SAM, CMAS Annual O&M Budget: \$6,235,000 Third Party Funding:\$1,166,000*

## **RESPONSIBILITIES**

- 1. Prepares, analyzes and consolidates all South Slave Region budgetary developmental exercises. This includes: ECE South Slave Business Plan, annual Main Estimates, Quarterly Variance and Forecast Reports and Supplementary Estimates.**
  - Verifying the financial details for the Department's Business Plan and Main Estimates through coordination with the ECE Headquarters Finance and Capital Planning Division and ECE South Slave program managers
  - Preparing briefing material, financial analysis and other support documents for use by the Regional Superintendent in response to questions from the Financial Management Board, Standing Committee's and the Legislative Assembly;
  - Coordinating the department's annual budget spread/cash flow exercise through consultation with the Regional Superintendent and program managers and utilize historical expenditure trends;
  - Developing and maintaining internal process and systems for the development of the Region's main estimates and the ongoing management of the regional budgets;
  - Maintaining an effective chart of accounts for the department that ensures all reports on financial transactions meet statutory, organizational, management and generally accepted accounting principles; and
  - Maintaining a repository of financial reports, briefing documents, budget exercise outputs to prepare analysis and reference for future planning
- 2. Provides ongoing financial management analysis and advice/information to the Regional Superintendent and program managers to ensure budgetary controls and management are in place.**
  - Manages information systems of forecasting salary and benefit budget shortfalls for inclusion into the departmental variance reporting exercises as well as the main estimate process;
  - Co-ordinates and analyzes the quarterly variance reporting exercises and ensures program managers perform a quarterly analysis and fiscal year end projections for the operations and maintenance budget;
  - Participates in meetings with the Regional Superintendent and program managers in reviewing quarterly variance reports submitted;
  - Prepares monthly expenditure management reports for submission to the Department of Financial Management Board/Shared Financial Services
  - Reconciles the main estimates and supplementary appropriations on SAM, on a monthly basis, to ensure the integrity of the regional department's budget;
  - Prepares reports to advise program managers of the status of proposed and approved budget adjustments arising from the variance and outlook processes;
  - Analyzes the overall regional position on an ongoing basis and develops reports for the Regional Superintendent and program managers;
  - Reviews and analyzes monthly free balance reports and compares to quarterly variance projections;
  - Reviews various SAM management reports on a monthly basis management reports on a monthly basis and advises program managers, and acts as the main contact for any information gaps, inaccuracies and takes or recommends corrective action;
  - Coordinating and preparing monthly operation adjustments; and
  - Reviewing payroll distribution reports and correcting errors.

3. **Preparing yearend financial reporting information through liaison with regional and headquarters departmental staff by:**
  - Coordinating the year end closing and completion of various schedules for the departments third party and revenue accounts;
  - Confirming of all financial information required by the Department of Finance in preparing public accounts;
  - Preparing all year end information required by FMBS-budgeting (i.e. schedules of transfers and supplementary estimates, schedule of special warrants, etc).
4. **Provide financial management functions in order to ensure finances are managed according to legislation, policies and procedures and generally accepted accounting principles:**
  - Providing regional financial and accounting advice, direction and leadership;
  - Ensuring compliance with financial legislation, policies and procedures and adherence to Contracts and Contribution Agreements;
  - Managing accounting and financial systems and maintaining full and accurate accounting records;
  - Implementing and maintaining internal financial controls;
  - Ensuring all expenditures comply with accounting and expenditure requirements;
  - Ensuring the region's revenues are managed, accounted for and collected on time in accordance with government legislation, policy directives and procedures;
  - Monitoring the departmental spending to ensure budget limitations are not exceeded and recommending corrective action as necessary;
  - Implementing purchasing practices and monitoring the purchasing system;
  - Reviewing purchasing documents for completeness and accuracy;
  - Reviewing and monitoring spending authorities and verifying funding availability; and
  - Managing the maintenance and upgrade of financial and human resources information systems.
5. **Audits and processes supplier, contractor and contribution payments and maintenance records in accordance with the Financial Administration Act**
  - Assisting program delivery staff to prepare documentation for contracts and contribution agreements (Terms of Reference, Request for Proposals, Contracts, Contribution Agreements) in accordance with GNWT contracting and contribution guidelines;
  - Reviewing contribution agreements and contracts for completeness and accuracy;
  - Informing program managers and staff when procedures and policies have not been followed or adhered to and providing alternatives available to resolve or correct the situation;
  - Monitoring and maintaining payments to ensure invoices are consistent with approved expenditures within the contract/agreement.
6. **Coordinates and facilitates financial management training.**
  - Provides training to program managers in the use of budget management tools, such as: SAM inquiry, SAM reports, variance analysis and forecasting;
  - Identifies areas of improvement and contributes to subject matter materials for training;
  - Prepares and updates procedures manuals.

- 7. Performs other related duties as assigned by the Regional Superintendent.**
- Representing the region at appropriate meetings to keep staff informed of changes in financial procedures, policies or human resource issues that may affect suppliers/contractors or staff.
  - Training regional staff on the processes and procedures involved in the processing of expenditures, including travel, credit card and leave entries into PeopleSoft/SAM;
  - Acts as the ESAM/CMAS coordinator to ensure payments are processed;
  - Ensuring regional administration and compliance of all accountable forms;
  - Providing direction to ensure efficient and timely records management;
  - Controlling use of credit cards (Visa and Diners MasterCard) to ensure procedures for purchasing are properly followed;
  - Assists with training of casual employees and summer students as required;
  - Exercising spending authority as required.
  - Participates in training programs as identified in Performance Assessment or as identified and directed by the Regional Superintendent;
  - Completes various work activities and assignments as directed by the Regional Superintendent.
- 8. Provides strategic human resources & administrative planning to ensure the most effective use of human and administrative resources.**
- Leads the recruitment and selection of financial and administration staff;
  - Advises the Regional Superintendent and regional managers on human resources planning;
  - Participates in regional human resources planning activities;
  - Prepares detailed reports on human resources and administrative matters.
- 9. Provides Leadership, direction and supervision to financial and administration staff to ensure services are being delivered in a consistent and professional manner.**
- Provides expert technical support to staff;
  - Monitors and evaluates staff performance, providing feedback on levels of performance and expectations and implementing corrective action as required;
  - Reviews and updates job descriptions to support effective program delivery;
  - Provides leadership by delegating tasks, responding to staff inquiries and providing overall direction.
- 10. Audits and processes supplier, contractor and contribution payments and maintenance records in accordance with the Financial Administration Act.**
- Ensures program delivery staff prepare documentation for contracts and contribution agreements (Terms of Reference, Request for Proposals, Contracts, Contribution Agreements) in accordance with GNWT contracting and contribution guidelines
  - Reviews contribution agreements and contracts for completeness and accuracy
  - Informs managers and staff when procedures and policies have not been followed or adhered to and provides alternatives to resolve or correct the situation
  - Monitors and maintains payments to ensure invoices are consistent with approved expenditures within the contract/agreement.

## **KNOWLEDGE. SKILLS AND ABILITIES**

- Much of the incumbent's time will be spent working with clients and staff and is heavily involved in budgetary planning. Therefore, the Financial Planning & Budgeting Officer must be able to analyze material and provide advice to management. The incumbent must have management and planning skills to coordinate the budgetary exercises.
- Knowledge of generally accepted accounting principles and experience in the application of accounting theories and principles to oversee complex financial and administration operations and to recognize when transactions require further investigation to ensure compliance with GNWT Financial Acts, regulations or policies or other Federal and Territorial/egis/at/on;
- Proven financial management skills to analyze variance reports, O&M and capital budget projections and to manage, administer, and control program budgets and to provide financial reporting, advice and direction to the Regional Superintendent and program managers;
- Ability to conduct in-depth financial analysis of complex issues and make high-level recommendations concerning budgeting, expenditures, financial processing and human resource issues;
- Knowledge of facility with an electronic financial management system to extract financial information and create financial reports;
- Proven effective communication skills, interpersonal skills, organizational skills, people management skills, time management skills, and analytical skills to deal productively and effectively with staff, clients, and various partners; and
- Excellent computer skills including experience with spreadsheet and word processing applications (such as Microsoft Excel and Word) to convey financial information, including a facility with computerized financial data bases.
- Knowledge of the contents and interpretation of the Collective Agreement, Excluded Employee Handbooks, the Public Service Act, the Human Resource Manual and the ability to advise employees of benefits entitlements negotiated in the agreement

### **Typically, the above qualifications would be attained by:**

A Bachelor's Degree in Business, Commerce or a related discipline and/or the equivalent level of a professional accounting designation (i.e. completion of fourth level CGA) and at least three years varying accounting and management experience or a combination of education and experience.

## **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.)*

### **Physical Demands**

*The majority of incumbent's time is spent at a computer with plenty of opportunity to move about.*

### **Environmental Conditions**

*Incumbent works in a busy work environment with frequent disruptions which can impact one's ability to concentrate. The incumbent is required to travel via vehicle or small aircraft to the communities within the South Slave Region for meetings or to meet with staff. This form of travel can be hazardous and uncomfortable and can occur during extreme weather conditions and cold temperatures.*

### **Sensory Demands**

*This position requires a high degree of concentration and attention to detail which can lead to a sense of fatigue. The incumbent also spends considerable time on the telephone dealing with a variety of issues concerning finance and administrative issues/problems.*

*Incumbent is subject to constant disruptions from peers, officers, managers who require immediate information and who may pressure the incumbent to change priorities.*

*During peak seasons, the incumbent may be required to spend long hours reading/analyzing documents and sitting in front of a video while working on various computer applications.*

### **Mental Demands**

*The incumbent works in an area where there are high public expectations, diverse client needs, and numerous program responsibilities that require constant attention and action. Pressure to meet deadlines and provide quality client service place considerable mental fatigue on the incumbent.*

*Demands for thoroughness and accuracy in work, often performed under strict deadlines, can cause stress.*

*The potential for overtime to meet established deadlines can cause a disruption in the incumbent's lifestyle.*

### **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