



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Manager, Finance and Procurement Services	
Position Number	Community	Division/Region
12-6204	Yellowknife	Members and Precinct Services

PURPOSE OF THE POSITION

The Manager, Finance and Procurement Services is responsible for the preparation, integrity, and accuracy of financial and human resource management services to Members of the Legislative Assembly with respect to their indemnities, benefits, allowances, entitlements and services needed to carry out their elected duties.

The Manager, Finance and Procurement Services is the key advisor to the Deputy Clerk, Members and Precinct Services for the Legislative Assembly's financial and budgetary coordination, and is responsible for ensuring information is available and processes are in place to facilitate effective budget planning and development. The Manager is also responsible for ensuring systems and controls are in compliance with applicable legislation, regulations and policies. They are also the lead for reporting on the Legislative Assembly's financial position and year-end accounting.

SCOPE

The Legislative Assembly is one of the three distinct and autonomous branches of the Government of the Northwest Territories (Legislative, Executive and Judicial). As such, it operates with autonomy and independence from Cabinet direction and the public service at large. This independence is critical to the mandate of the Legislative Assembly to scrutinize and approve legislation and budgets proposed by cabinet, monitor and critique the activities and performance of the executive branch and provide a forum for the exercise of responsible parliamentary democracy in the Northwest Territories.

Located in Yellowknife and reporting to the Deputy Clerk, Members and Precinct Services, the Manager, Finance and Procurement Services (Manager) is responsible for the provision of financial advice and support to the Office of the Clerks' three senior managers and to the Legislative Assembly's nineteen Members. Additionally, the Manager provides financial support and guidance to the Office of the Speaker and eight Statutory Offices of the Assembly, (Chief Electoral Officer, Ombud, Human Rights Commission, Human Rights Adjudication Panel,



Languages Commissioner, Equal Pay Commissioner, Conflict of Interest Commissioner and Information and Privacy Commissioner).

The Manager coordinates the major budgetary exercises of developing the business plan, main estimates, capital estimates and monthly variance reporting. The annual operations budget for the Legislative Assembly is approximately \$19M. Capital assets of the Assembly are valued at approximately \$30M.

This position has direct financial authority over Members and Precinct Services' budget of \$2.7M and the Expenditures on Behalf of Members budget of \$8M. The Manager also assists the Deputy Clerk, Members and Precinct Services in the administration of the two Members' pension plans that have combined assets valued at approximately \$50M.

The Legislative Assembly is outside the scope of the Government of the Northwest Territories (GNWT's) Financial Shared Services and Procurement Shared Services. This requires all financial processes and transactions and procurement and contracting activities of the Legislative Assembly to be managed internally with own resources. This position is the leader of the finance team (unit) responsible for ensuring all financial processing and procurement activities are conducted effectively and efficiently.

The Manager exercises spending, full payment and commitment authorities and regularly assumes standing acting responsibilities for the Deputy Clerk, Members and Precinct Services.

The duties of this office are carried out in accordance with the Legislative Assembly and *Executive Council Act*, *Financial Administration Act*, *Retiring Allowances Act* and the *Supplementary Retiring Allowances Act*, and *Public Services Act*.

RESPONSIBILITIES

1. Coordinate the analysis and consolidation of all financial planning and budgetary exercises.

- Assist with the research and development of financial requirements for the Legislative Assembly's annual Business Plan.
- Prepare the Legislative Assembly's Main Estimates and Capital Estimates.
- Analyze budget submissions for compliance.
- Ensure Main Estimates and Capital Estimates are properly budget spread.
- Assist in the preparation, and make recommendations on budget submissions, Financial Management Board (FMB) submissions, and Board of Management (BOM) decision papers and briefing notes.
- Develop and maintain an effective chart of accounts.
- Assist in the development of briefing material for presentation of Main Estimates to the Legislative Assembly, and for financial briefings to the Board of Management.



2. Provide financial analysis and advice to the senior management team.

- Analyze and interpret financial legislation, regulations, policies and directives issued by central agencies and advise of their impact on current and proposed programs and existing management practices.
- Maintain a system that ensures program managers perform monthly analysis and fiscal year end projections of their budgets (variance reports).
- Maintain a directory of financial reports, briefing documents, budget exercises to prepare analysis and reference for future financial planning.
- Coordinate the preparation of the variance reports submission to the Department of Finance and present to Senior Management team (SMT) on a quarterly basis.
- Provide training to Program Managers, as required, to allow them to effectively manage their program budget.
- Provide ongoing training and support to staff on the use of SAM (Financial System).
- Prepare various budget reports, as required by Department of Finance, on a monthly, quarterly or annual basis (ie. Budget Adjustment, Capital Survey, Activity Over-expenditure Report).

3. Provide financial analysis, advice and information to Members and their staff.

- Provide advice and interpretation of the *Legislative Assembly and Executive Council Act*, its regulations, and Board of Management policies to Members and their staff.
- Ensure that all Member-related and Minister-related allowances are managed, monitored and reported to Members and Ministers on a monthly basis.
- Liaise with Financial and Employee Shared Services (FESS) with respect to all Members' indemnities (remuneration) issues, including CPI adjustments, Northern Allowance, pension contributions.
- Continually review and evaluate existing policies, and provide recommendations regarding necessary revisions to the Legislative Assembly and Executive Council Act, regulations and Board of Management policies.
- Provide Members with budget projections and analysis as required.
- Prepare annual report on Members' Allowances, Indemnities and Expenses and Ministers' Benefits, to be incorporated into the Legislative Assembly Annual Report.
- Oversee periodical audits for members offices located outside of the GNWT.
- In a general election year, participate and assist with the transition from the outgoing Assembly to the incoming Assembly.

4. Coordinate the planning, processing and monitoring of the accounting system.

- Provide direction on the interpretation of and compliance with the *Financial Administration Act*, Financial Administration Manual and the Board of Management policies.
- Ensure that accounts payable are managed, accounts receivable are collected, goods and services are procured and employees are reimbursed on a timely basis.
- Ensure adequate separation of duties to ensure effective internal control.



- Direct the maintenance of the specimen signature records (SSR) and Financial Approval Authorities Spreadsheet.
- Direct the implementation of financial procedures established by the Department of Finance.
- Supervise provision of administrative services to the Members and Precinct Services Division and Legislative Assembly.
- Ensure that IT and telecommunication needs for the Legislative Assembly and all of its outside offices have been taken care of.

5. Coordinate Fiscal Year-End requirements for Legislative Assembly.

- Direct senior management and staff, statutory officers, Members and Ministers on year-end requirements and timelines.
- Prepare working papers and analysis of financial information as required by the Department of Finance, per the "Audit Working Paper Instruction Manual".
- Respond to all requests for information made by the Office of the Auditor General (OAG).
- Maintain all year-end working files and supporting documentation.

6. Assist in the administration of the Members pension plans.

- Prepare Financial Statement for the Registered Retiring Allowances Fund.
- Calculate and record the pension expense related to the Supplementary Retiring Allowances Fund.
- Ensure that the RAA and SRAA pension binders are maintained and updated with all pension-related information.
- Complete the year-end tax requirements for Canada Customs and Revenue Agency.
- Provide accounting of Members' annual indemnities to Actuary.
- Calculate pension adjustments for Members and provide to GNWT Payroll.

7. Management of the procurement and contract process for the Legislative Assembly

- Development and implementation of procurement strategies and policies to optimize purchasing efficiency and cost effectiveness.
- Oversee the procurement function, ensuring adherence to procurement legislation, policies, processes, procedures and guidelines.
- Stay updated on industry trends and best practices to drive continuous improvement in procurement operations.

8. Manages the human and financial resources of the unit.

- Prepare, assign and monitor work plans, to ensure effective and efficient flow of workload.
- Participate in staffing processes as needed.
- Prepare training plans for employees as required.
- Prepare, review and update job descriptions.



- Complete employee performance appraisals and manage performance.
- Administer unit budget appropriately.
- Schedule applicable training for Members and Precinct Services team.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The position encounters competing demands around deadlines during periods where the Legislative Assembly is in session and the Standing Committees are meeting.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the application of accounting knowledge in the development of accounting policy.
- Knowledge of relevant Government legislation, regulation, and policies.
- Skilled in applying in-depth accounting theory, Generally Accepted Accounting Principles and PSAB recommendations and guidelines (financial reporting standards for the public sector) to complex situations.
- Skilled in the preparation and interpretation of consolidated financial statements.
- Written and verbal communications skills including the ability to provide professional advice in a way that staff with limited or no financial training can understand.
- Interpersonal and listening skills.
- Planning and priority setting skills.
- Organizational and time management skills.
- Supervisory skills including ability to motivate others to take action, and the ability to give direction to others.
- Ability to address conflicts and differences of opinion with tact and diplomacy.
- Ability to correctly interpret and exercise professional judgment.



- Ability to apply accounting theory and principles in the development of accounting policies and in the review of financial reports
- Ability to use various computerized accounting systems, and computer applications for spreadsheet preparation, word processing and audit application.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A business degree or similar, preferably with a CPA accounting designation, and five (5) years of experience in public sector or public practice environment with audit experience that includes preparation of consolidated financial statements, and also includes one (1) year of supervisory experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- 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 if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required
- Preferred