



IDENTIFICATION

Department	Position Title	
Finance	Tax Policy Analyst	
Position Number	Community	Division/Region
15-0686	Yellowknife	HQ

PURPOSE OF THE POSITION

This position is responsible for providing research and analysis on matters relating to taxation policies of the Government of the Northwest Territories (GNWT), modelling tax outlooks and the impact of taxation changes, and monitoring other governments' taxation initiatives.

Other responsibilities include providing advice to other GNWT departments regarding the impact of GNWT taxation initiatives on the Northwest Territories (NWT) economic performance.

SCOPE

The Fiscal Policy Division is responsible for providing research, analysis, and recommendations on the fiscal policies of the government, monitoring economic conditions as they affect the government's fiscal policy; providing macroeconomic research and policy advice; providing analysis and advice on Canadian and NWT tax policies; monitoring and advising on intergovernmental fiscal relations, in particular, the formula financing arrangements with Canada; providing input into multi-year fiscal plans; and preparing the annual budget address. The Division also provides technical support for the Deputy Minister and the Minister of Finance in federal-provincial-territorial discussions and represents the Government on intergovernmental finance committees.

Within this environment and reporting to the Manager, Tax Policy, the Tax Policy Analyst provides analytical and research expertise to the Division in support of the Division's recommendations on tax policy. Work is normally assigned verbally or in writing by the Manager, Tax Policy.



RESPONSIBILITIES

- 1. Conducts research, analysis and forecasts and develops recommendations related to NWT taxation. Complete and accurate analysis is essential for tax policy purposes and research requires analysis of many variables using analytical methods ranging from simple techniques to complex, specially developed approaches, including:**
 - developing and maintaining models for forecasting NWT tax revenues including revenues derived from personal income tax, corporate income tax, payroll tax, property tax, tobacco tax, fuel tax and carbon tax;
 - performing research monitor trends and determine the effect of various projects or economic developments on tax revenues;
 - providing evaluations of the effects of government tax initiatives on the NWT economy and individuals and developing policy recommendations for the Minister of Finance, Cabinet and senior management; and,
 - drafting briefings for senior management and the Minister on issues relating to GNWT tax policy.
- 2. Monitor and analyse the impact of changes in taxation policies of the federal government and other provinces and territories including:**
 - collecting and analysing financial and economic data required for determining the NWT impact of federal and provincial tax proposals; and,
 - drafting briefings for senior management and the Minister on issues relating to tax policies of other jurisdictions.
- 3. Analyzing and interpreting federal, provincial and NWT tax legislation, including:**
 - evaluating NWT legislation relative to federal and provincial legislation and GNWT policy objectives; and,
 - suggesting changes to NWT legislation where appropriate.
- 4. Prepare multi-year taxation forecasts for the Government of the Northwest Territories that are used to advise the Minister on appropriate tax policies including:**
 - developing and maintaining models to forecast GNWT tax revenues;
 - updating and analysing the forecasts as new data becomes available;
 - collecting and analysing data used in the models; and,
 - performing reconciliations of income tax revenues.



5. Participate in research projects dealing with taxation and economic issues, including:

- remaining familiar with other economic, fiscal and tax policy issues in which the Fiscal Policy Division is involved;
- liaising with officials of the federal government and provincial governments on tax related issues; and,
- providing recommendations for the Minister of Finance, Cabinet and senior management based on empirical research and analysis of the NWT economy.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of economic, public finance and taxation theory and an understanding of accounting principles;
- Analytical and computer skills for taxation policy modelling and analysis;
- Knowledge of forecasts and data sources for use in forecasting tax revenues;
- Knowledge of federal-provincial fiscal relations including taxation policies;
- Written and verbal communication skills;
- Knowledge of broad GNWT issues, challenges and directions in order to provide advice to maximize GNWT revenues while minimizing the tax burden on NWT residents;
- Organization and time management skills to work in an unstructured environment with limited supervision on a variety of projects within the same time period and with the flexibility to accommodate new and changing priorities;
- Ability to commit to 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 university Degree in a related field including two (2) years of experience in public finance or policy analysis.

Equivalent combinations of education and experience will be considered.

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, a criminal records check and a credit check.

French language (check one if applicable)

- ☐ French required (must identify required level below)
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred