



IDENTIFICATION

Department	Position Title	
Finance	Investment & Borrowing Analyst	
Position Number	Community	Division/Region
15-10147	Yellowknife	Office of the Comptroller General

PURPOSE OF THE POSITION

The Investment & Borrowing Analyst manages the Government's daily cash investment and borrowing positions to ensure that all departments and agencies can meet expenditure commitments, and that incoming and outgoing cash and banking needs are handled with maximum efficiency, borrowing are minimized, and investment returns maximized.

SCOPE

The Investment & Borrowing Analyst is based in Yellowknife and reports to the Assistant Comptroller General. The position ensures effective cash flow and investment management for the GNWT by operating the government's daily cash position, and administering the government's banking agreements, banking services, and investment pool.

The Investment & Borrowing Analyst determines the level of borrowing necessary and maintains a constant analysis of cash position and future cash requirements. The incumbent invests operating surpluses and borrows to fund operating cash deficits. This involves monitoring and managing significant funds.

Annual revenues are approximately \$1.8 billion with similar levels of expenditure. Average investments of approximately \$80 million with interest receipts of \$500,000 during cash positive periods.

Average short-term debt of \$160 million with \$10 million in interest expenses (max borrowing of \$663 million with \$20 million in interest). Investment Pool earnings of \$850,000 and \$80,000 in fees. Annual bank service charges and stamping fees of approximately \$1.4 Million.



The Investment & Borrowing Analyst operates within a legal framework that includes the Northwest Territories Act (Canada), the Borrowing Authorization Act, the Financial Administration Act and associated regulations.

RESPONSIBILITIES

1. Administers the government's banking agreements and banking services, ensuring that the government's requirements are handled in an effective, efficient and economic manner.

- Manages and carries out the government's investing and borrowing arrangements primarily to minimize costs and secondarily to maximize returns from these activities.
- Ensures all government bank accounts are established and banking arrangements implemented in accordance with GNWT legislation and financial administration policy.
- Develops and maintains a professional working relationship with other departments, banks, investment advisors and money market desks.
- Through RFP for services and ad hoc arrangement, negotiates service fees, investment returns and borrowing costs.
- Performs monthly reconciliation of all assigned general ledger accounts and explains budget variances.
- Provides timely expert advice on banking, borrowing and investment matters to departments, agencies and senior management.
- Works closely with departments to determine cashflow requirements, particularly as it relates to large projects.
- Manages online banking activity and controls access for other GNWT staff to online services.
- Creates, and updates weekly, the annual cash forecast for predicting cash out flows and in flows by analyzing the GNWT's Main Estimate, Capital Plan, agreements, news releases, news articles and through inquiries:
- Generates regular reports on the government's borrowing and investing activities and ad hoc reports as required.

2. Administers the GNWT Investment Pool

- Provides investment expertise to boards, and agencies established under NWT legislation so that they may obtain the benefits of large volume investing activities, the expertise of the Investment & Borrowing Analyst and appropriate banking facilities.
- Prepares monthly reports for the Investment Pool participants and arranges for monthly transfer of interest earned to the participants.
- Ensures that total revenues from investments exceed any related costs incurred.
- Develops and maintains a professional working relationship with pool participants.
- Provides timely expert advice on GNWT investment pool matters to departments, agencies and senior management.



- Generates regular reports on the Investment Pool's activities and ad hoc reports as required.
- 3. Manages the effective operation of the Government's daily cash position to maintain the government's ability to pay its obligations, minimize the cost of investment/borrowing activities, and maximize interest earned on surplus cash.**
- Invests daily surplus cash, borrowing short- term and adjusts the Government's daily bank position to conform to approved borrowing and investment legislation, regulation, directives and guidelines.
 - Ensures investments and borrowings are within approved limits.
 - Forecasts the duration of future cash surpluses and shortages with sufficient accuracy to plan and schedule the government's upcoming investment and debt management activities to take advantage of the best market conditions.
 - Reports the proposed investment and debt management plan to supervisor, identifying areas which need attention such as insufficient legislative borrowing authorities or inadequate lending institutions borrowing facilities.
 - Ensures cash forecasts are updated as new information becomes available (incoming contribution schedules, timing of payables, other).
 - Performs wire payments and electronic fund transfers as authorized, for Assistant Comptroller General approval.
 - Reviews and recommends amendments to investing and borrowing enacting legislation to ensure that the investing criteria and borrowing authorizations are sufficient to meet the government's needs.
 - Reviews the government's investment criteria continually and updates the list of approved issuers within one week of a negative change in credit rating.
 - Performs monthly reconciliation of assigned general ledger accounts and explains budget variances.
 - Provides timely expert advice on borrowing and investment matters to departments, agencies and senior management.
 - Generates regular reports on the government's borrowing and investing activities and ad hoc reports as required.
 - Manages items in HRIS-SAM as relates to banking operations (posting interest, fees, deals, transfers and other items) that may be required.



WORKING CONDITIONS

Physical Demands

No unusual physical demands

Environmental Conditions

No unusual environmental conditions

Sensory Demands

No unusual sensory demands

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the interpretation and application of the Northwest Territories Act (Canada), the Borrowing Authorization Act, the Financial Administration Act, and other applicable legislation, regulation, directives and policies.
- Knowledge and experience in the operation of money and/or capital markets.
- Numeracy skills.
- Financial management skills.
- Computer skills (particularly excel).
- Communication skills (written, verbal and plain language).
- Interpersonal skills.
- Ability to conduct cash position analysis and identify challenges.
- Ability to consider the options and develop alternative solutions for problems.
- Ability to manage time, set priorities and make decisions.
- Active listener.
- Strategic and analytical thinker.
- 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 relevant bachelor's degree and three (3) years' experience working in directly related field.
Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Certification as Treasury Professional, completion of module 1 of the CPA program or completion of 1st Level of the CFA designation.

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 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