



IDENTIFICATION

Department	Position Title	
Finance	Budget Development Officer	
Position Number	Community	Division/Region
15-10266	Yellowknife	Management Board Secretariat (HQ)

PURPOSE OF THE POSITION

The Budget Development Officer provides functional support to the process of creating the GNWT's annual budget, including the Business Plan, Main Estimates and Capital Estimates. This position also supports the monthly, quarterly and annual reporting requirements under the *Financial Administration Act*.

This position works within a legislative and policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies and procedures, including the Financial Administration Manual and the Human Resource Manual.

SCOPE

The Department of Finance is responsible for obtaining, managing and controlling the financial resources required to implement the GNWT's policies and programs. The Management Board Secretariat supports the operations of the Financial Management Board and is responsible for the GNWT's budget, planning and reporting cycle.

This position is located in Yellowknife and reports to the Manager, Budget Development. The position has a central role in the compilation of all departmental budgetary submissions and reporting and acts a liaison between departments and the Secretariat.

RESPONSIBILITIES

1. Support the coordination and development of the GNWT Main and Supplementary Estimates including:

- Development of annual templates and schedules to be completed by departments
- Compilation of all departmental submissions into MBS master files

- Review of departmental submissions for compliance with instructions
- Liaise with departments to interpret instructions or provide assistance
- Makes recommendations to the Manager, Budget Development to improve the overall budgetary processes
- Review and reconciliation of departmental budget data for inclusion in the GNWT financial system (SAM)
- Review and reconciliation of departmental budgetary adjustments (supplementary appropriations, inter-activity transfers)
- Provide information regarding operational budgeting and expenditures on an ad-hoc basis, to meet the needs of the Financial Management Board and/or members of the Assembly
- Compilation of supporting information required for Standing Committee review (briefing binders, summary information, etc.)

2. Support the coordination of the GNWT Capital Planning Process (Capital Needs Assessment, Infrastructure Acquisition Plan and Capital Estimates) including:

- Development of annual templates and schedules to be completed by departments
- Compilation of all departmental submissions into MBS master files
- Review of departmental submissions for compliance with instructions
- Liaise with departments to interpret instructions or provide assistance
- Makes recommendations to the Manager, Budget Development to improve the capital budgetary processes
- Review and reconciliation of departmental capital budget data for inclusion in the GNWT financial system (SAM)
- Review and reconciliation of departmental budgetary adjustments (supplementary appropriations, capital project budget adjustments, inter-activity transfers)
- Provide information regarding capital budgeting and expenditures on an ad-hoc basis, to meet the needs of the Financial Management Board and/or members of the Assembly
- Compilation of supporting information required for Standing Committee review (briefing binders, summary information, substantiation sheets, etc)

3. Prepares and supports the monthly expenditure and revenue variance reporting process including:

- Compilation of all departmental submissions into MBS master files
- Review of departmental submissions for compliance with instructions
- Liaise with departments to interpret instructions or provide assistance
- Makes recommendations to the Manager, Budget Development to improve the variance reporting process
- Preparation of summary documents for presentation to the Financial Management Board

4. Monitors, tracks and records all budget decisions made by the Financial Management Board, and administers the MBS Budgeting SharePoint site:

- Maintenance of a tracking system for all budget adjustments

- Review and incorporation of FMB decisions into the MBS target adjustment file
- Provide administrative support for the MBS Budgeting SharePoint site
- Assists with circulation and tracking of key FMB documents, such as (but not limited to) departmental submissions
- Assist in the preparation of meeting agendas and materials for FMB meetings

5. Support the coordinated GNWT response to external reporting requirements including:

- Liaise with Statistics Canada to support the annual capital survey responses
- Working with departments to prepare any annual or ad-hoc reporting requirements

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

No unusual sensory demands.

Mental Demands

This position works to tight deadlines on a regular basis.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial planning and budgetary development concepts
- Knowledge of Generally Accepted Accounting Principles
- Ability to recognize when transactions require further investigation to ensure compliance with relevant legislation, regulations or policies
- A high degree of proficiency in using computer software applications (particularly Microsoft Excel and Word, and Adobe Acrobat)
- Understanding of public service automated systems, preferably Oracle-based
- Strong oral and written communication skills
- Excellent organizational and time management skills to meet regular deadlines and expectations
- Ability to work collaboratively and be a team contributor
- Ability to work independently

Typically, the above qualifications would be attained by:

Diploma in business administration, commerce, finance or economics, or a directly related field, and three years of experience in a directly related field (i.e., accounting, financial analysis, economic evaluation).

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 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