



IDENTIFICATION

Department	Position Title	
Finance	Budget Analyst	
Position Number	Community	Division/Region
15-12804	Yellowknife	Corporate Services/ HQ

PURPOSE OF THE POSITION

The Budget Analyst plays a key role in budget development and analysis, in accordance with Public Sector Accounting Standards.

This position works within a legislative and policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies, and procedures; a sample of which includes the *Financial Administration Act (FAA)*, Financial Administration Manual, Government Contract Regulations, *Public Service Act*, Public Service Regulations, the Human Resource Manual and various GNWT policies.

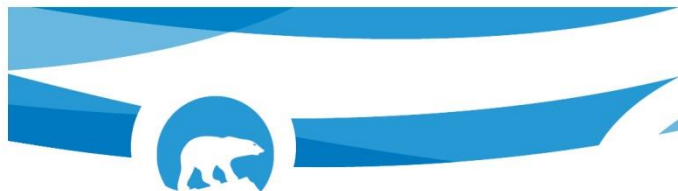
SCOPE

Located in Yellowknife, and reporting to the Manager, Planning and Budgeting, the Budget Analyst is part of the Corporate Services Division that provides support to both the Departments of Finance and Executive and Indigenous Affairs (Departments).

This position ensures adequate information is available for proper resource allocation decisions in regard to the Departments' annual Operations & Maintenance, Capital and Revenue budgets.

This position coordinates major budgetary exercises for the Departments by maintaining departmental coding structures, preparing budget loads and coordinating variance reports and projections the work is conducted through interactions with Departmental staff and senior management, and central agency authorities. Constant communication is required with the

Financial Management Board Secretariat, within externally established deadlines and in accordance with the GNWT annual budget cycle and FAA.



RESPONSIBILITIES

1. Prepares, analyzes, and consolidates all departmental budgetary development exercises.

- Prepares the financial details for the Departments' Business Plans and Main Estimates through coordination with senior management.
- Prepares information required for tangible capital assets/amortization sections of the Departments' Business Plans and Main Estimates.
- Prepares briefing material, financial analysis, and other support documents for use by the Deputy Ministers and other senior managers.
- Coordinates the Departments' annual budget spread/cash flow exercise through consultation with senior managers and the utilization of historical expenditure trends.
- Develops and maintains internal processes and systems for the development of the Departments' business plans, main estimates and the management of the Departments' budgets.
- Assists with the development of supplementary appropriation requests for the Departments', including briefing materials.
- Develops and maintains an effective chart of accounts for the Departments that ensures all reports on financial transactions meet statutory, organizational, management and generally accepted accounting principles.
- Maintains a repository of financial reports, briefing documents, budget exercise outputs, etc., to prepare analysis and reference for future planning.

2. Provide ongoing financial management analysis and advice/information to the Manager, Planning and Budgeting, to ensure budgetary controls and management.

- Maintains a system that ensures program managers perform a monthly analysis and fiscal year end projections of the operations and maintenance and capital budgets.
- Reconciles revised main estimates (including Supplementary Estimates, special warrants, and transfers) to monthly financial reports to ensure the integrity of the Departments' budgets.
- Reviews various financial management reports on a monthly basis and advises senior managers of any information gaps, inaccuracies, etc. and recommend corrective action.;
- Prepares reports to advise senior managers of the status of proposed and approved budget adjustments arising from the variance and outlook processes.
- Analyzes the overall departmental financial position on an ongoing basis and prepares reports to senior managers.
- Oversees the maintenance of the department's budget voucher system.
- Coordinates and prepares monthly operations and maintenance budget



adjustments, quarterly capital budget adjustments, monthly inter-activity transfers over \$250k for presentation to the Financial Management Board.

- Manages a system of forecasting salary and benefit budget shortfall for inclusion into the departmental variance reporting exercises as well as the main estimates process.

3. Manage and control the Departments' financial submissions.

- Maintain a system to track and manage FMB submissions from users, from initial drafts through to final approval by the FMB.
- Monitors FMB agendas and recommendations, ensuring all budget adjustments are processed and any long-term financial implications are built into the departments base budget.
- Ensures that ongoing financial implications of submissions are included in the business plan, main estimates, or supplementary estimates when new funding is required in the current year.

4. Monitor and control the Department's revenue budget and financial implications of third-party agreements.

- Analyze monthly financial reports to ensure revenue accounts are recorded accurately.
- Maintain a database of historical revenue spreadsheets.
- Performs monthly reconciliation and prepares variance reports of each third-party agreement.
- Ensures appropriate financial coding is established for each third-party agreement and proper budgets are established.

5. Other duties as assigned.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

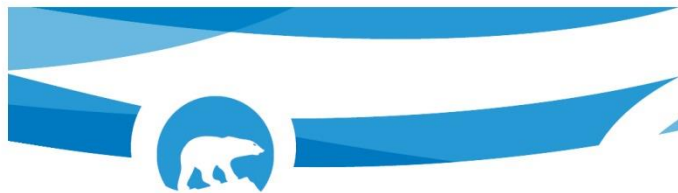
No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of financial planning and budgetary development concepts.
- Knowledge of Generally Accepted Accounting Principles.
- Proficiency in using computer software applications (particularly Excel and Word).
- Analytical skills.
- Oral and written communication skills.
- Knowledge of organizational structures and management relationships.
- Knowledge of cash flows and historical trend analysis.
- 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 Bachelor of Commerce or Business with a major in Finance or Accounting including two (2) years of relevant experience.

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 and a criminal record 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