



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Senior Financial Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-12804	Yellowknife	Corporate Shared Services/HQ

## **PURPOSE OF THE POSITION**

The Senior Financial Analyst is responsible for technical, financial management support and analysis for the Department in accordance with Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board (PSAB), the Government of the Northwest Territories *Financial Administration Act* (FAA), the Financial Administration Manual (FAM) and Departmental policies and procedures. This position is also responsible for maintaining and reporting on tangible capital assets and monitoring compliance with governing authorities.

This position also assumes responsibility and accountability for satisfying specialized and unique reporting requirements for external audit and management purposes, including the preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS).

## **SCOPE**

Located in Yellowknife, the Senior Financial Analyst reports to the Manager, Budget & Planning, and is part of a team of financial specialists that provide financial and budgetary planning and analysis support to the Departments of Finance and Executive and Indigenous Affairs.

The Senior Financial Analyst prepares departmental proposals, options papers, and decision papers for the Financial Management Board (FMB) or Executive Council consideration. This position works collaboratively with other managers in the Departments to assist with the effective fulfillment of their respective divisional mandates. The Senior Financial Analyst will also be called upon to lead the development of new or revised initiatives, including assessing and costing options.



This position ensures adequate information is available for proper resource allocation decisions regarding 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.
- Analyze various chargeback agreements and make accounting recommendations.
- 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 recommends corrective action.
- Prepares reports to advise senior managers of the status of proposed and approved budget adjustments arising from the variance and outlook processes as well as positions and vacancy listings.
- Analyzes the Department's financial position on an ongoing basis, identifying critical issues and providing strategic financial advice to the Manager, Planning and Budgeting, and senior management.
- Oversee 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.
- Assesses financial risks in program spending, particularly as related to restricted funding or third-party contributions.

### **3. Administer and control the Departments' financial submissions.**

- Maintains a tracking system for all FMB submissions, from draft through to final approval, and ensures timely processing of recommendations.
- 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.
- Coordinates and prepares departmental O&M budget adjustments, capital carryovers, and inter-activity transfers for FMB consideration.
- Monitors departmental compliance with FMB direction and other financial policies related to strategic financial planning, resource allocation, and budget management.

### **4. Monitor, Report, and Provide Financial Support for Departmental Revenue and Third-Party Agreements**

- Analyze monthly financial reports to ensure revenue accounts are recorded accurately.
- Maintain a database of historical revenue spreadsheets and records.
- Perform monthly reconciliation and prepare variance reports for each third-party agreement.
- Ensure appropriate financial coding is established for each third-party agreement and proper budgets are set.
- Reviews and advises on financial procedures and controls required for program delivery and service implementation.



- Provides financial support to program managers and policy staff, including interpretation of financial results, procedures, and implications.
  - Reconciles and monitors third-party agreements and departmental revenue to ensure appropriate financial coding, variance tracking, and reporting accuracy.
  - Maintains historical revenue records and analyzes trends to inform forecasting.
  - Supports staff across the department in understanding and applying financial policies, practices, and changes.
- 5. Applies technical financial expertise in the preparation and reconciliation of Tangible Capital Asset (TCA) financial information and provides support to assist in the delivery of departmental programs**
- Maintains and reconciles continuity schedules for Work in Progress, capital assets additions and disposals and Deferred Capital Contributions and prepares entries for year end.
  - Calculates amortization expense, work in progress, capital asset additions and disposals and Deferred Capital Contributions for the Departmental and Activity Summaries of the Capital Main Estimates.
  - Prepares briefing materials for the Capital Main Estimates.
  - Prepares FMB Submissions related to tangible capital assets and amortization expense. Maintains Departmental records in the TCA software system.
  - Establishes and reviews financial procedures required for the programs.
  - Manages the administrative framework for all Fund 3 and 13 projects (work performed on behalf of others) to ensure that financial reports are provided timely in accordance with the terms of the agreement. Ensure that revenues are collected, and projects are reconciled for year-end reporting.
  - Prepares financial statements for reporting purposes related to work performed on behalf of other.
  - Provides financial advice to managers, i.e., preparation of contribution agreements.
- 6. Conducts compliance reviews and provides an objective assessment for Senior Management.**
- Analyzes expenditures and assesses the major risks to determine areas of emphasis.
  - Is at arm's length from processes to be reviewed.
  - Develops plans and detailed procedures to ensure the department is in compliance with governing authorities i.e., FAA, FAM and accounting standards as provided by PSAB.
  - Conducts testing (e.g., develops evidence, analyzes and evaluates findings, verifies conclusions) and gathers additional compliance data through file reviews, interviews with program delivery staff in headquarters and regional offices and through review of other documentation.
  - Communicates any findings, conclusions and recommendations to program managers to



- ensure results are understood and accepted and to resolve any disputes.
- Analyzes the data gathered to identify specific areas of non-compliance.

**7. Administers the Emergency Evacuation Payment Program in the delivery of programming related to mitigation, preparedness, response and recovery.**

- Process and verify applications for the Emergency Evacuation Relief Program, ensuring eligibility, documentation, and accuracy.
- Provides supervision and training for staff members assigned to evaluate payment applications.
- Provide support to evacuees by responding to inquiries, guiding them through the application process, and offering clear, empathetic communication.
- Coordinate with internal departments and community governments to confirm evacuee status and ensure timely payment disbursement.
- Maintain accurate records and ensure compliance with program timelines, privacy regulations, and reporting requirements.
- Determine and exercise discretion concerning activation of the Emergency Evacuation Relief Program Portal for the Community after an alert is issued, including staffing and the deployment of resources.
- Plan, manage and oversee Emergency Evacuation Program activities in support of community governments, Regional EMOs and/or partner agencies in order to assist Evacuees.
- Gather information, establish situational awareness and develop situation reports in accordance with established protocols to brief Deputy Minister and Minister's Office.
- Maintain emergency event files of emergency response decisions, activities and expenditures in support of post-event and recovery activities and claims.
- Monitor hazards and reports on risk level and preparedness activities to senior management.
- Conduct after action reviews following major incidents and emergencies to determine lessons learned.

**WORKING CONDITIONS**

**Physical Demands**

The majority of work time is spent in a normal office environment. May be required to transport equipment/materials related to travel for administration of Emergency Evacuation program. Estimated travel requirement averages four trips per year, at 3 – 5 days per occurrence.

**Environmental Conditions**

The majority of work time is spent in a normal office environment. May be subject to ad hoc work environment when seasonally on-site at Evacuation Centers.



### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The position is subject to deadlines and competing priorities. Travel to various communities, and associated on-call and overtime will be required during the administration of the Emergency Evacuation program. Mode of travel will vary, as will the number of trips per year. Each travel occurrence will average up to one week in duration.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of generally accepted accounting principles (GAAP);
- Knowledge of accounting for tangible capital assets;
- Knowledge of financial planning and budget development;
- Skills in the use of computers, spreadsheets and in managing large databases and linages among various large databases;
- Problem solving, analytical and evaluation skills;
- Interpersonal skills;
- Communications skills, both written and oral;
- Ability to work to deadlines with changing priorities;
- Time management skills;
- Ability to prepare and run system generated reports;
- Ability to prepare, interpret and explain financial statements and reports;
- Ability to understand and assess financial policy documents.
- 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 accounting, and 3 years of directly related 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 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