



## IDENTIFICATION

Department	Position Title	
Finance	Intern, Management Board Secretariat	
Position Number	Community	Division/Region
15-15328	Yellowknife	Management Board Secretariat / HQ

## PURPOSE OF THE POSITION

The Intern, Management Board Secretariat (MBS) is responsible for providing support to: program design, monitoring and evaluation; government-wide planning and risk management; government-wide development of business plans and main estimates; and ad hoc tracking of project and financial performance.

This position may also be asked to support FMB/MBS Analysts when providing objective analysis, broad policy and strategic advice on government-wide operations and priorities, and new strategies/initiatives.

## SCOPE

Reporting to the Manager, Program Evaluation, the Intern, Management Board Secretariat is responsible for providing strategic and financial advice to the Financial Management Board on all decisions which affect financial, human and/or physical resources, including policy and strategic decisions; for managing the government-wide budgetary process and ensuring that its development is effectively coordinated to meet the requirements of the Legislative Assembly; for coordinating research regarding any financial or other resource, revenue or expenditure, within the government; for ensuring that the government has appropriate financial information and analysis; for providing all financial advice and expertise to departments, regional offices, central agencies and Boards and Agencies; and for monitoring government-wide compliance with FMB directions, policies and legislation.

Located in Yellowknife, the incumbent will receive guidance from the FMB/MBS analysts that will: contribute to the design, monitoring and evaluation of program and service delivery; participate in strategic matters such as business planning and enterprise risk

management; provide junior level support to the development and implementation of government-wide programs and initiatives; and conduct research, analysis and draft reports.

## **RESPONSIBILITIES**

### **1. Assist with the development and implementation of program evaluation activities.**

- Assist MBS Analysts in the research and development of approaches to inform program design, program reviews, evaluations, monitoring and results reporting;
- Participate on special projects and work on divisional and cross-departmental teams which may include, but are not limited to, the development of frameworks, logic models and performance management plans, surveys and interviews;
- Participate in research and preparation of presentations, meeting notes, summaries and other similar activities;
- Assist in project identification and work-planning, including the use of risk assessment, for selecting areas for review, and to track progress;
- Assist with the development of recommendations to undertake both targeted and on-going program review, including changes to policy, procedures or legislation; and
- Provides divisional and organizational support through information and data management, tracking and reporting.

### **2. Provide support regarding government wide-initiatives and activities**

- Conduct research and analysis and contribute to the development and implementation of the various GNWT policies, strategies, frameworks, corporate initiatives and similar related activities under the guidance of the FMB/MBS Analysts;
- Assist in researching, compiling, analyzing and reviewing information to identify issues, objectives and opinions from a variety of sources including GNWT departments, agencies and other jurisdictions;
- Work within and across departments to acquire, share and disseminate data and inform evaluation activities, the business planning process and enterprise risk management activities; and
- Assists with and prepares regular reports identifying progress made towards meeting work plans, divisional objectives, direction and commitments.

### **3. Provide support to MBS Analysts in the area of capacity building:**

- Assist in researching, compiling, and analyzing information to identify GNWT wide training needs, within the areas of risk management and evaluation;
- Assist in the review, revision, redesign and/or development of training and development materials; and
- Work with MBS Analysts to provide training and development activities, including, but not limited to, program development, implementation and facilitation.

### **4. Assist in the monitoring, tracking and recording of MBS assessments and FMB Decisions.**

- Supports FMB Analysts to monitor FMB Records of Decisions and ensures all FMB directions have been met including any requirements for the department to return to the FMB;
- Works proactively with departments to promote and increase awareness of FMB direction and processes, and the development of new initiatives;
- Reconciles ongoing financial implications to ensure department's submissions are correctly included in business plans and main estimates; and
- Organizes and presents information clearly and in plain language and maintains organized and up-to-date records and files

**5. Assist with the analysis and consolidation of department's budget development.**

- Assists FMB Analysts in preparing and/or assessing FMB submissions, including but not limited to the financial, human resource, political, interdepartmental and other impacts for each funding request;
- Actively participates in meetings with the Director, and MBS/FMB Analysts;
- Reconciles and consolidates information received from departments pertaining to business plans, main estimates, capital estimates, and supplementary appropriations; and
- Assists in the review and consolidation of variance reports submitted by departments.

**6. Provide administrative and back-up support to other functions:**

- Provide back-up support in filing, electronic filing, records management and other administrative duties as required.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

**Mental Demands**

Some travel to communities outside of Yellowknife may be required. There are no other unusual demands.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Familiarity with research practices, tools and techniques, and possess strong writing, oral and interpersonal communications skills;

- Ability to analyze, interpret and critically assess technical, or financial information and provide an assessment or summary;
- Working knowledge of financial planning and budgetary development concepts;
- Ability to interpret and apply applicable financial policies;
- Possess excellent organizational and time management skills and be capable of working under pressure in order to balance numerous demanding and active reviews and initiatives;
- Ability to follow direction and exercising initiative and demonstrating the ability to work independently to conduct research, analyze issues, compile reports, and provide recommendations;
- Employ diplomacy, tact, and good judgment in communicating internally and with other departments; and
- Be proficient in the use of computers and related software such as databases, spreadsheets, and word processing.

**Typically, the above qualifications would be attained by:**

The depth and breadth of knowledge required to undertake these tasks is most commonly acquired through having a bachelor's degree in political science, public administration, commerce/business management, or a related area of study. Experience working in a government setting would be an asset.

Equivalencies 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