



IDENTIFICATION

Department	Position Title	
Finance	Intern, Budget Analyst	
Position Number	Community	Division/Region
15-17508	Yellowknife	Shared Corporate Services/ HQ

PURPOSE OF THE POSITION

The Intern Budget Analyst assists the unit with budget development and analysis, in accordance with Public Sector Accounting Standards.

This position supports the work of other Budget Analysts, within a legislative and policy framework that 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 Intern Budget Analyst is part of the Shared Corporate Services Division that provides support to both the Departments of Finance and Executive and Indigenous Affairs (Departments).

This position supports other Budget Analysts to ensure adequate information is available for proper resource allocation decisions regarding the Departments' annual Operations & Maintenance, Capital and Revenue budgets.

This position supports other Budget Analysts for the coordination of major budgetary exercises for the Departments by maintaining departmental coding structures, preparing budget loads and supporting the coordinating of 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. Assists with the preparation, analyzes, and consolidation of all departmental budgetary development exercises.

- Assists with the preparation of the financial details for the Departments' Business Plans and Main Estimates through coordination with senior management.
- Assists with the preparation of information required for tangible capital assets/amortization sections of the Departments' Business Plans and Main Estimates.
- Assists with the preparation of briefing material, financial analysis, and other support documents for use by the Deputy Ministers and other senior managers.
- Assists with the coordination of the Departments' annual budget spread/cash flow exercise through consultation with senior managers and the utilization of historical expenditure trends.
- Assists with the development and maintenance of 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.
- Assists with the maintenance of an effective chart of accounts for the Departments that ensures all reports on financial transactions meet statutory, organizational, management and generally accepted accounting principles.
- Assists with the maintenance of a repository of financial reports, briefing documents, budget exercise outputs, etc., to prepare analysis and reference for future planning.

2. Assists with ongoing financial management analysis and gathering information for the Manager, Planning and Budgeting, to ensure budgetary controls and management.

- Assists with the maintenance of a system that ensures program managers perform a monthly analysis and fiscal year end projections of the operations and maintenance and capital budgets.
- Assists with the reconciliation of revised main estimates (including Supplementary Estimates, special warrants, and transfers) to monthly financial reports to ensure the integrity of the Departments' budgets.
- Assists with the review of various financial management reports on a monthly basis and advises senior managers of any information gaps, inaccuracies, etc. and recommend corrective action.;



- Assists with the preparation of reports to advise senior managers of the status of proposed and approved budget adjustments arising from the variance and outlook processes.
- Assists with the analyzes the overall departmental financial position on an ongoing basis and prepares reports to senior managers.
- Assists with the maintenance of the department's budget voucher system.
- Assists with the preparation of monthly operations and maintenance budget adjustments, quarterly capital budget adjustments, monthly inter-activity transfers over \$250k for presentation to the Financial Management Board.
- Assists with 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. Assists with recording of the Department's revenue budget and financial implications of third-party agreements.

- Assists with the analyzes of monthly financial reports to ensure revenue accounts are recorded accurately.
- Assists with the maintenance of a database of historical revenue spreadsheets.
- Assists with monthly reconciliation and preparation of variance reports of each third-party agreement.
- Assists with appropriate financial coding is established for each third-party agreement and proper budgets are established.

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 Generally Accepted Accounting Principles.
- Skilled in using computer software applications (particularly Excel and Word).
- Analytical skills.
- Oral and written communication skills.
- Ability to acquire knowledge of organizational structures and management relationships.
- 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 university degree in a relevant field, including specific coursework in finance or accounting.

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