



IDENTIFICATION

Department		Position Title	
Municipal and Community Affairs		Senior Financial Advisor	
Position Number	Community	Division/Region	
21-12676	Yellowknife	Community Operations	

PURPOSE OF THE POSITION

Effective financial management practices and a good fiscal planning process are the foundations for Community Governments' efforts to deliver services efficiently and effectively, while ensuring public accountability. The Senior Financial Advisor is responsible for advising community governments on methods to improve their financial management, developing tools to assist communities, as well as building the capacity of community staff to achieve these goals.

The Senior Financial Advisor is also responsible for monitoring approximately \$71 million in annual operations funding and \$31 million in capital funding provided to NWT local governments and to support them with financial management and reporting.

This position is also responsible for supporting negotiation of Federal Infrastructure Programs and has primary responsibility for the development, monitoring and implementation of Federal Infrastructure Programs. Federal funding programs for communities has historically ranged from \$40 million to \$150 million.

This position works and carries out its responsibilities in accordance with GNWT acts, regulations, policies and departmental procedures that include Cities, Towns and Villages Act, Hamlets Act, Financial Administration Act and other applicable legislation, regulation, policies and directives.

SCOPE

The Senior Financial Advisor is the department specialist in monitoring, evaluation and analysis of Community Governments financial situations. This includes the provision of financial advice, debt management services, and strategic fiscal planning services to Community Governments to maintain or improve financial viability, structure and management, and administrative



practices of community governments.

Located in Yellowknife, Northwest Territories, the Advisor works with colleagues within and outside the Department. The provision of support is conducted through telephone conversation, electronic communication, meetings and entails travel to communities. The position is frequently required to coordinate and/ or collaborate on intra- departmental and inter-departmental projects and initiatives.

While the Senior Financial Advisor reports to the Manager, Community Financial Services, the specialized knowledge required by the position will require the Advisor to take considerable initiative and to work with minimal supervision. The incumbent will be required to work with departmental staff and committees. External contacts will include Community Government Officials, private sector financial consultants and provincial, territorial and federal financial counterparts.

The Department's role regarding community government performance is twofold. First, the Minister has a statutory obligation to monitor and report on the performance of community governments. Secondly, the Department has a role to support community governments in developing their own capacity to monitor and report on their performance, develop good financial practices and become more self-reliant.

RESPONSIBILITIES

1. Monitors community government spending to ensure that public funds are spent responsibly in compliance with community government funding policies, funding agreements and the Canadian Public Sector Accounting Standards by:

- Develops financial reporting requirements for Community Governments (including standardized financial reporting guidelines and expenditure management reporting);
- Advises on changes to accounting procedures related to the local governments;
- Guides regional staff in the review, revision and development of financial reports
- Ensures financial reporting processes are in compliance with Canadian Public Sector Accounting Standards, departmental policies and procedures;
- Conducts operational reviews to ensure accountability for public funds
- Co-ordinates the distribution of financial reports and the monitoring and tracking of community government funding;
- Monitors the financial status of the communities through quarterly reports and annual audited financial statements. Alerts Senior Management of potential problems and prepares recommended solutions, providing alternatives and option for dealing with financial problems (based on analysis and evaluation).
- Reviews financial reporting and claims of community governments of related to Federal Infrastructure Programs and prepares any financial reports required by the Department.



2. Performs analysis and evaluation of complicated requests and develops recommendations to Senior Management for such things as deficit recovery plans, investment planning, and bylaws for borrowing in order to determine the impact on the financial viability of Community Governments by:

- Identifies information requirements for complete and appropriate analysis; notes gaps in data and information needs and makes recommendations on new data elements, new source of information and new methods for data collection;
- Performs cost-benefit analysis of programs and spending to determine if financial activities (e.g.: water and sewer) are meeting set targets and to determine the costs of both dealing with and ignoring emerging issues and challenges to communities;
- Analyses emerging trends affecting communities to determine if there are more economical and efficient methods of delivering programs and services;
- Develops methodologies, criteria and processes for financial management reviews;
- Collaborates with regional staff and community representatives to identify appropriate and measurable indicators, outcomes and measures in order to evaluate communities from a financial perspective;
- Ensure that financial management activities comply with deficit recovery plans;
- In collaboration with regional staff, interprets and analyses community statistical information in the context of financial data;
- Translate complex financial information for non-financial audiences;
- Explains the findings of research within the Department, to the communities and other stakeholders;
- Prepares briefing notes and summaries on the financial performance of community governments to the Minister of Municipal and Community Affairs;
- Ensures that client groups understand and are satisfied with the information and analysis provided.

3. Training, advice and guidance to community government staff in matters related to financial management, administration and reporting, including financial legislation, policies and guidelines:

- Trains and exchanges information with Regional staff and recommends solutions for emerging issues and challenges;
- Consults with other jurisdictions to identify and compare emerging trends;
- Provides community government staff training in financial reporting in general operations and infrastructure contributions;
- Supporting and training community governments with federal infrastructure reporting. This can be a difficult process as community capacity in this area is low and some federal reporting requirements are extremely stringent. Failure to obtain information and submit to Canada can result in funds being withheld from the GNWT which impacts all communities and other GNWT departments;



- Support community governments in developing their own capacity for the financial management of infrastructure projects;
- Build capacity within Regional Offices and community governments to ensure reporting is timely and accurate.
- Conducts financial awareness presentations to community government councils to help them understand their responsibilities with the management of the community's finances.
- Prepares reports and makes recommendations concerning trends and potential solutions;
- Makes recommendations on long range financial strategic planning;
- Develop standards for computerized financial information systems;
- Coordinates the development of financial reporting manuals and procedures;

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Duty travel is required. The incumbent will travel approximately 5 times a year up to three days at a time. Duty travel involves absences from the office and home, which can disrupt home life and routine.

KNOWLEDGE, SKILLS AND ABILITIES

- The responsibilities of the position require financial and accounting knowledge and management skills.
- Knowledge of GAAP is required and awareness of Canadian Public Sector Accounting standards is an asset;
- The advisor is required to analyze, interpret and critically assess applicable legislation, regulation, policies and directives;
- Possess an advanced understanding of financial theories, principles and processes with particular emphasis on funding and expenditure analysis and trend analysis;



- Requires superior planning skills. Be adaptable with the ability to learn new skills and new methodologies in a rapidly changing environment;
- Excellent verbal and written communication skills with the ability to communicate complex financial concepts to a diverse audience.
- Ability to communicate effectively with clients in order to gain their compliance with required financial procedures and to minimize conflict;
- Possess good working knowledge of databases, spreadsheets, electronic mail, word processing software and internet search methods;
- 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's Degree in an appropriate discipline (accounting, finance, business administration, public administration, or economics) while working towards the final stages of a CPA designation (Capstone 1 and above), plus a minimum of 3 years of relevant experience in either the public or private sectors.

Previous experience in the negotiations and/ or implementation of Federal programs would be an asset.

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