



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Budget Analyst	
Position Number	Community	Division/Region
23-10486	Yellowknife	Finance and Capital Planning / HQ

## PURPOSE OF THE POSITION

The Budget Analyst is responsible for consolidating and coordinating the budgetary planning process as well as on-going analysis and reporting for Capital, Revenue and Compensation and Benefits following standards established by the Public Sector Accounting Board (PSAB).

This position works within a legislative and policy framework and fulfills its responsibilities in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies, and procedures that includes the *Financial Administration Act (FAA)* Financial Administration Manual (FAM), 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, Financial Planning (Manager), the Budget Analyst is part of a team of financial and administrative specialists that provide budgetary, accounting and program support to various divisions among the Department of Environment and Climate Change (ECC).

The department has an O&M (Operations and Management) budget of approximately \$90M. Also, the capital budget is approximately \$3M. The incumbent is responsible for coordinating financial and budgetary exercises involving Capital, Revenue and Compensation and Benefits; and ensuring that the management of budgets is compliant with legislation and relevant policies.



## **RESPONSIBILITIES**

### **1. Prepares all budgetary exercises for Compensation and Benefits including the annual Main Estimates, Quarterly Variance Reports and Supplementary Estimates.**

- Reviews Financial Management Board (FMB) Submissions checking for accuracy and consistency with guidelines and policies and provides recommendations and summaries of salary and wages budget data to Director, Corporate Services.
- Prepares the salary worksheets for the Main Estimates in consultation with program managers and updates as required throughout the fiscal year.
- Advises the Manager, Financial Planning regarding the Active Position Listing and human resource statistics and other briefing material for the Deputy Minister and Minister for appearances before FMB, Standing Committee, and the Legislative Assembly.
- Prepares annual salary budget spread/cash flow for the annual budget load.
- Identifies inter- and intra-activity budget transfers where appropriated and compiles these for use in briefing and planning exercises.
- Maintains and updates the Chart of Accounts for compensation and benefits.

### **2. Analyzes the Department's salary expenditures, and initiates corrective action as required.**

- Verifies that employees receive the correct salary and allowances and ensures that correct statutory and benefits deductions are taken when requested by supervisors.
- Distributes payroll distribution report to program managers.
- Advises program managers of employees' pay or benefit discrepancies and takes appropriate action to rectify problems and reconcile salaries.
- Assists program managers with salary variances and forecasts.
- Performs ongoing analysis of the Department's salary budget and expenditures and recommends required action.
- Monitors human resource agreements such as transfer assignments and elections for previous service.
- Analyzes accrual balances for employee leave and termination benefits (ELTB), advises Manager, Financial Planning and prepares year-end adjustments.
- Monitors and controls the Departmental expenditures to ensure compliance with the Financial Administration Act relating to compensation and benefits.

### **3. Prepares all financial exercises for the Capital Plan including the 20-year needs assessment 3-year Operational Plan, annual Main Estimates, Quarterly Variance Reports and Supplementary Estimates.**

- Receives and interprets financial call letters and other data from the FMB and coordinates this information with the Departmental capital planners.



- Coordinates the receipt of substantiations from the Regions and HQ divisions and prepares analysis, recommendations, and summaries of budget data in consultation with the departmental capital planners; prepares capital carry-over FMB submissions.
- Consults with the Management Board Secretariat (MBS) to ensure capital submissions are clearly understood and responds to questions from MBS.
- Prepares briefing material for the Deputy Minister, Minister, and Director of Corporate Services for appearances before FMB, Standing Committee and the Legislative Assembly.
- Monitors and performs financial analysis with respect to capital projects and ensures that expenditures are properly cash-flowed to allow for effective cash management.
- Coordinates regular (quarterly/monthly) variance and forecast report in consultation with program managers.
- Advises program managers on capital project free balances and on capital financial/budget regulations and procedures in conjunction with the monthly variance report.
- Performs ongoing analysis of capital budget and expenditures and advises the Manager, Financial Planning, of adjusting entries required.
- Prepares reports on the status of proposed and approved budget adjustments arising from the variance and forecast process.
- Monitors, reviews and analyzes capital expenditures within the departments to ensure compliance with the *FAA*.
- Coordinates and prepares monthly capital budget adjustments, quarterly capital budget adjustments, and monthly inter-activity transfers of \$250K for presentation to the FMB and ensures proper consultation is conducted as per FAM.
- Creates and provides capital management reports as required internally to the Department and external within Government.
- Maintains and updates chart of accounts for capital projects.

**4. Prepares all budgetary exercises for revenue including the annual Main Estimates, Regular Variance and Forecast Reports and Supplementary Estimates.**

- Prepares revenue schedules including re-statements and for the Business Plan and Main Estimates.
- Prepares briefing material for the Minister, Deputy Minister, and Director, Corporate Services for appearances before FMB, Standing Committee and the Legislative Assembly.
- Prepares budget spread/cash flow exercise for the annual budget load.
- Prepares regular (quarterly/monthly) variance and forecast reports.
- Monitors and controls Departmental expenditures to ensure compliance with the *FAA* relating to revenue.
- Review all revenue accounts monthly to ensure proper recording of transactions.
- Maintain and update the chart of accounts for revenue.

**5. Manages Departmental Controllable Asset listing.**



- Manage the controllable asset inventory - ensure listing is reconciled to assets annually, following up with regional offices for review and action.
- Coordinating Department central vehicle activities - ensuring that asset addition forms are sent to Risk Management and coordinating with Risk Management the issuing of the annual insurance pink slips for the Department.

**6. Monitors travel expenditures.**

- Prepares monthly Departmental travel reports for the Deputy Minister, reconciled to GNWT's financial system, SAM (System for Accountability and Management).
- Monitors travel expenditures regularly.
- Prepares other travel analyses as required.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.

**Mental Demands**

No unusual demands. Some regional travel may be required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of standards established by PSAB.
- Communication and people skills.
- Ability to communicate clearly and effectively both verbally and in writing for day-to-day duties as well as for presentations and providing instruction/training.
- Ability to work with people in an effective, tactful manner.
- Knowledge of financial planning and budgetary development concepts.
- Analytical skills.
- Knowledge in the use of microcomputers and software applications such as Excel, MS Word, and computerized accounting systems.
- Ability to prepare and run system generated reports.
- Ability to interpret and prepare financial statements and reports.



- Organizational skills.
- Ability to interpret and apply applicable financial policies.
- Knowledge of GNWT organization 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:**

Completion of third year of recognized accounting designation (CA, CGA, CPA, and CMA), as well as two (2) 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