



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Financial Planning Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-14157	Yellowknife	Finance and Capital Planning / HQ

## PURPOSE OF THE POSITION

The Financial Planning Analyst (Analyst) takes the lead role in budget development and financial planning and analysis following Generally Accepted Accounting Principles (GAAP) and accounting standards established by the Public Sector Accounting Board (PSAB). This position works within a legislative and policy framework and carries out its responsibilities in accordance with Government of Northwest Territories (GNWT) acts, regulations, policies and procedures that includes the *Financial Administration Act*, *Financial Administration Manual*, *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 Financial Planning Analyst provides budgetary, analytical, accounting and program information and support to the Senior Management Committee and the various divisions among the Department of Environment and Climate Change (ECC). The Department has Operations and Maintenance (O&M) expenditure and Revenue base funding of approximately 31 – 35 million dollars and 2 Million dollars, respectively.

The Analyst is responsible for coordinating financial and budgetary exercises involving Financial Management Board submissions, Capital Estimates, Revenue Estimates, and Operations and Maintenance (O&M) Main Estimates, oversight and variance analysis on Revenues earned, and Capital and O&M expenditures and ensuring that the management of budgets is compliant with legislation and relevant policies.



## **RESPONSIBILITIES**

### **1. Analyzes and consolidates all Departmental budgetary development exercises.**

- Prepares and/or analyzes and assesses all Financial Management Board (FMB) submissions, including but not limited to the financial, human resource, political, interdepartmental and other impacts for each funding request. Ensures all costs are reasonable and works with Department Managers to clarify and revise information to ensure completeness and accuracy.
- Prepares the Main Estimates, Capital Expenditures and develops the financial appendices of the Business Plan for the Department.
- Works with program managers in the development of Forced Growth and Initiatives to support Operations and Maintenance Expenditures, Revenue Estimates and Capital Expenditures Estimates. Advises Program Managers of Management Board Secretariat (MBS) call letters, targets, constraints and schedules, requests budget detail worksheets, assembles worksheets to ensure department targets are achieved and consolidates to form the Business Plan, Main Estimates and Capital Expenditures documents.
- Prepares briefing notes, financial analysis, and other supporting documents for use by the Minister, Deputy Minister, Director of Finance and in response to decision makers such as the FMB, Standing Committee and the Legislative Assembly.
- Plans and prepares the briefing books for the use of the Minister, Deputy Minister and Director, Finance and Administration.
- Provides instruction and data to each program manager and co-ordinates Department's annual budget spread/ cash flow requirements.
- Develops and maintains in status Department of ECC 20-year capital needs assessment.
- Develops and maintains internal processes and systems for the development of Department's Business Plan, Main Estimates, Capital Expenditures, and the ongoing management of Department budgets.
- Makes recommendations and provides analysis to the Director of Finance and Administration and Manager, Financial Planning, to improve budget processes, target reallocations and target derivation.
- Maintains an effective chart of accounts for the Department that ensures all reports on financial transactions meet statutory, organizational, management and accepted accounting principles and requirements.

### **2. Provides ongoing financial management analysis and advice/information to the Director, Finance and Administration and Manager, Financial Planning to ensure budgetary controls and management.**

- Co-ordinates and analyzes the regular variance reports and assists/ensures program managers perform regular analysis and fiscal year end projections for operations and maintenance and capital expenditures and revenue estimates.



- Conducts meetings with Directors/Managers/Superintendents in reviewing variance reports submitted.
- Consolidates variance reports for the use by Senior Management.
- Prepares the monthly expenditure management reports for submission to the FMB.
- Reconciles Revised Main Estimates (including Supplementary Appropriations, Special Warrants, and transfers) to the financial information system monthly to ensure the integrity of Land's budget.
- Accurately analyzes the integrity of recorded financial data in Operating and Maintenance Expenditures, Revenues Earned and Capital Expenditures.
- Reviews various Financial system Management reports on a monthly basis and takes corrective action when necessary.
- Works with program managers and various personnel in other ECC Divisions to address information gaps, inaccuracies, etc. and if agreement is not reached, recommending corrective action to the Manager, Financial Planning.
- Provides training to program managers in the use of budget management tools such as financial system inquiry, queries and reports, variance analysis, and forecasting.
- Reviews and analyzes monthly free balance report and compares to variance projections.

**3. Monitors, tracks, and records all Financial Management Board (FMB) Submissions, Management Board Secretariat (MBS) assessments, and Records of Decisions.**

- Ensures all budget vouchers are processed to reflect FMB decisions.
- Monitors FMB Records of Decision and ensures all FMB directions have been met (e.g., FMB Action Reminder List), including directions to return with additional information in future.
- Ensures that ongoing financial implications of submissions are included in the Business Plan, Main Estimates, Capital Expenditures or Supplementary Estimates when new funding is approved in the current year.
- Evaluates MBS assessments and recommendations and ensures these are considered in the development of new funding submissions.
- Maintains the Department of ECC database of FMB Records of Decisions

**4. Performs reporting and year-end duties.**

- Prepares various year end reports and schedules/reconciliations for the Public Accounts.
- Maintains Department's budget library.
- Prepares special financial and statistical data.

**WORKING CONDITIONS**



### **Physical Demands**

No unusual working conditions.

### **Environmental Conditions**

No unusual working conditions.

### **Sensory Demands**

The duties of this position require extensive visual and auditory attention to details.

### **Mental Demands**

This position is subject to high levels of stress related to multi-tasking, dealing with confidential and politically sensitive information and working to tight deadlines on a daily basis.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of standards established by PSAB.
- 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 collaborate 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 such as PeopleSoft and SAM.
- 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.
- Knowledge of database management.
- 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 a four (4) year degree in finance or business management from a recognized accredited university. In addition, the incumbent should be pursuing an accounting designation (CA, CGA, CMA, CPA) and have three (3) years of related progressive experience in public sector financial analysis, budgets and expenditure management and accounting operations.



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