



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Manager, Financial Planning	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-14233	Yellowknife	Finance/HQ

## PURPOSE OF THE POSITION

The Manager, Financial Planning (Manager) is responsible for the financial and budgetary coordination of the Department of Environment and Climate Change (ECC; Department) in accordance with Government of Northwest Territories (GNWT) acts, regulations, policies and departmental procedures and professional standards as established by the Public Sector Accounting Board (PSAB).

## SCOPE

Located in Yellowknife and reporting to the Director of Finance (Director), the Manager, Financial Planning plays a key role in providing advice and support to the Department's management in Headquarters and five Regional offices. The Manager ensures adequate information is available for decisions regarding financial analysis and budgetary planning. This position maintains accurate and timely information relating to the Department's financial resources, coordinates budgetary processes on direction from the Financial Management Board (FMB) and plays an integral role in the implementation of planning and strategy in order to achieve the goals and objectives of the Department while following guidelines set out by Government policies and regulations.

The Department of Environment and Climate Change is mandated to manage land, water, air, wildlife, and forests and lead and coordinate the Government of the Northwest Territories in understanding and adapting to a changing climate. This includes promoting, planning, and supporting the wise and sustainable use of natural resources, and protecting, restoring, and stewarding the environment for the social and economic benefit of all Northwest Territories residents, while maintaining ecosystem health.

To achieve this mandate, ECC promotes sustainable development of renewable resources in a diverse environment, and the sustainable use and conscientious protection of NWT land, air,



water, wildlife, forests, and natural resources, as they are integral to the economic, cultural, and social fabric of life in the NWT. ECC is committed to ensuring an inheritance of a healthy environment for future generations and works to balance traditional lifestyles with a modern economy.

The Manager collaborates with staff across the Department, as well as staff from other departments to coordinate and obtain input to undertake associated planning, implementation, monitoring, reporting, and other financial requirements. The Manager works with Senior Managers in the Department of Finance to ensure the impact on GNWT appropriations, fiscal responsibility and borrowing limits are considered.

The Manager, Financial Planning exercises full spending, payment and commitment authority, and regularly assumes standing acting responsibilities for the Director of Finance.

The Department has an appropriated operations and expenditure budget exceeding \$133 million although that budget amount does not accurately represent the full scope of work and funding that the Department is accountable for. The Department provides services through revolving funds, chargeback accounts, and agreements with other government departments, boards and agencies.

This position has supervisory responsibilities for the staff of the unit, including two (2) Financial Planning Analyst positions and one (1) Budget Analyst position.

## **RESPONSIBILITIES**

### **1. Ensures the coordination, analysis and consolidation of all financial planning and budgetary exercises to take advantage of all expenditure opportunities, revenue possibilities and to obtain maximum value for money.**

- Develops the Department's business plan and corresponding financial briefing material.
- Develops the Department's main estimates through coordination with the Management Board Secretariat and program managers.
- Develops the briefing material for Standing Committee and the Legislative Assembly for the presentation of the Department's business plans, budgets, and supplementary appropriations.
- Ensures that the expenditures are properly cash flowed to allow for effective cash management by the FMB.
- Evaluates inflation, the external environment, collective agreements, government policies etc, for the impact on the Department's programs, advising senior management accordingly, and preparing cost justification scenarios and submissions for supplementary appropriations.



- 2. Provides ongoing financial management analysis, advice and information to the Director of Finance and Senior Management to ensure budgetary control.**
  - Maintains a system that ensures program managers perform a quarterly analysis and fiscal year end projections of the operations and maintenance and revenue budgets.
  - Maintains a system that reports monthly analysis and fiscal year end projections of the Department's expenditure and revenue budgets to the Management Board Secretariat.
  - Coordinates supplementary appropriation requests for the Department, including briefing materials.
  - Provides a repository of financial reports, briefing documents, budget exercise outputs, etc. to prepare analysis and reference for future financial planning.
  - Analyzes overall departmental position on an ongoing basis for the operations and maintenance and capital budgets.
  - Coordinates and manages the process of FMB submissions from researching, writing, and reviewing papers from users, through to the Management Board Secretariat; and establishes policies and procedures, advising program managers of FMB decisions.
- 3. Develops and implements departmental specific policies, systems and procedures that ensure effective financial planning and budgetary management and allow for efficient day-to-day financial operations.**
  - Develops and maintains internal processes and systems for the development of the Department's business plan, main estimates, and ongoing management of the Department's budgets.
  - Develops and maintains an effective chart of accounts for the Department that ensures a reporting on financial transactions that meet statutory, organizational, management and generally accepted accounting requirements.
  - Continually reviews existing unit financial analysis procedures and identifies areas for future improvement or modification.
  - Performs reviews on departmental financial planning activities to ensure compliance and/or areas for improvement in systems and procedures.
  - Directs the implementation of operation and budgetary systems, directives, and procedures being proposed and developed by the Department of Finance.
- 4. Provides appropriate and comprehensive advice and information to the Director of Finance and efficient financial operations and sound financial policy development:**
  - Analyzes and interprets financial legislation, regulations, policies, and directives issued by the central agencies of the government and advises on their impact on current and proposed programs and existing management practices.
  - Evaluates and recommends alternative approaches to achieving objectives which are consistent with the spirit and intent of the Financial Administration Act, regulations, policies, and directives of the government.



5. **Manages the human and financial resources of the Financial Planning unit and provides support and reporting to the Director of Finance as required.**
  - Participates in human resources functions including hiring of staff, performance reviews, and discipline of staff reporting to the position.
  - Participates in strategic planning processes leading to the establishment of appropriate and measurable goals and objectives.
  - Effectively communicates expectations and performance objectives to staff and monitor and evaluate performance at regular intervals.
  - Develops staff capability through provision of ongoing advice, direction and support including provision of appropriate training or other development options.
  - Ensures staff have access to necessary resources, supplies, equipment, and information.
  - Informs staff about governmental, departmental, and divisional initiatives and priorities.
  - Represents the Director of Finance on interdepartmental Committees as requested.
  - Prepares recurring expenditure reports for Statistics Canada.
  - Prepares annual human resources training expenditure reports.
  - Develops briefing notes and other management reports as required.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

There are considerable demands placed upon the incumbent by internal and external stakeholders to quickly develop solutions and achieve results. The incumbent must manage very tight deadlines, competing priorities and complex issues.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial accounting and planning techniques and tools such as budget forecasting, variance analysis and spreadsheet work and Generally Accepted Accounting Principles (GAAP).



- Knowledge and experience preparing year-end working paper files and financial reports and analysis supporting financial accounts.
- Ability to communicate well with the public, industry, stakeholders, and others on a wide range of theoretical and technical matters and issues both verbally and in writing.
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for effective delivery of various program elements.
- Ability to prepare and analyze complex financial information required to formulate strategic management recommendations.
- Ability to think critically and use good judgment.
- Ability to research, evaluate, gather, and compile information.
- Planning and organizational skills to meet work schedules and critical milestone dates, and to co-ordinate and organize own and subordinates' work activities with competing priorities in a multi-task work environment.
- Ability to develop and deliver training material, coach, and build capacity in others as well as developing relationships within the department and government to facilitate achieving goals and to increase the effectiveness of the organization.
- Knowledge of human resource management techniques such as performance evaluation, succession planning, team and individual motivation and progressive discipline techniques.
- Ability to work and to lead without direct supervision in the delivery of program support services.
- Ability to read and interpret complex directives, standards and legislation and provide sound advice to management, staff or contractors on their meaning or intent.
- Proficiency in word processing, spreadsheet and presentation software, database, use of the internet and electronic communication.
- 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 relevant university degree in accounting, finance, or business administration supplemented by the completion of a Canadian professional accounting designation (CPA, CMA, CGA, or CA), and a minimum of five (5) years of directly related work experience, at least one (1) in capital asset management and one (1) in a supervisory or management role.

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