



## **IDENTIFICATION**

| <b>Department</b>              | <b>Position Title</b>                 |                                   |
|--------------------------------|---------------------------------------|-----------------------------------|
| Environment and Climate Change | Financial Planning and Budget Analyst |                                   |
| <b>Position Number</b>         | <b>Community</b>                      | <b>Division/Region</b>            |
| 23-403                         | Yellowknife                           | Finance and Capital Planning / HQ |

## **PURPOSE OF THE POSITION**

The Financial Planning and Budget Analyst (Analyst) takes the lead role in budget development and financial planning and analysis following accounting 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*, the 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, Capital Planning (Manager), the Financial Planning and Budget Analyst provides budgetary, accounting and program information and support to the Senior Management Committee (SMC) and the various divisions within the Department of Environment and Climate Change (ECC).

The department has an O&M (Operations and Maintenance) budget of approximately \$90M.

The Analyst is responsible for coordinating financial and budgetary exercises involving O&M and ensuring that the management of budgets is compliant with legislation and relevant policies.

## **RESPONSIBILITIES**

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



- Reviews the financial data sections of each Financial Management Board (FMB) submission to ensure that all costs are reasonable and complete.
  - Assembles the financial appendices of the Business Plan.
  - 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 Main Estimates document.
  - Reviews FMB decision papers from program managers and prepares analysis and recommendations.
  - Prepares briefing notes, financial analysis, and other supporting documents for use by the Minister and Deputy Minister and in response to decision makers such as the FMB, Standing Committee on Economic Development Infrastructure and the Legislative Assembly.
  - Plans and prepares the briefing books for the use of the Minister, Deputy Minister and Director, Corporate Services.
  - Provides instruction and data to each program manager and co-ordinates each department's annual budget spread/ cash flow requirements.
  - Develops and maintains internal processes and systems for the development of each department's Business Plan, Main Estimates, and the ongoing management of each department budget.
  - Makes recommendations and 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 generally accepted accounting principles and requirements.
- 2. Provides ongoing fiscal management analysis and advice/information to the Director, Corporate Services and Manager, Financial Planning to ensure budgetary controls and management.**
- Co-coordinates and analyzes the regular variance reports and ensures program managers perform regular analysis and fiscal year end projections for operations and maintenance and capital budgets.
  - Conducts meetings with Director's/Superintendents in reviewing variance reports submitted.
  - Prepares the monthly expenditure management reports for submission to the MBS.
  - Reconciles Revised Main Estimates (including Sups, Special Warrants, and transfers) to the financial information system monthly to ensure the integrity of ENRs budget.
  - Works with program managers in both departments and various personnel in other GNWT departments 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 various financial system management reports monthly; advises program managers in each department; is the main contact for any information gaps, inaccuracies and takes or recommends corrective action.
- Reviews and analyzes monthly free balance report and compares to variance projections.
- Prepares monthly operations and maintenance and capital budget adjustments and monthly inter-activity transfers over 250k for presentation to the FMB.

### **3. Monitors, tracks, and records all Management Board Submissions Analyst Assessments and Records of Decisions.**

- Monitors FMB agendas and recommendations, ensures all budget vouchers are processed, other conditions of any records of decision are adhered to and ensures any outstanding information is submitted back to the MBS.
- Monitors FMB agendas and recommendations and ensures they all meet Board requirements (e.g., FMB Action Reminder List), monitors issues and formal recommendations arising out of Records of Decisions; (RODs).
- Monitors Departments Records of Decisions.
- Ensures that ongoing financial implications of submissions are included in the Business Plan, Main Estimates or Supplementary Estimates when new funding is required in the current year.

### **4. Performs other duties.**

- Prepares various year end reports and schedules for the Public Accounts.
- Maintains budget library for each Department.
- Maintains up to date operating knowledge of the PROPHIX Budgeting system and maintains the database.
- Prepares special financial and statistical data.
- Exercises expenditure and revenue authority for adjustments.

## **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 PSAB standards and GNWT financial processes and procedures.
- Knowledge of financial planning and budgetary development concepts.
- Knowledge of GNWT organization and management relationships.
- Knowledge of database management.
- Knowledge in the use of computer and software applications such as Microsoft Word, Excel and computerized accounting and financial systems.
- Analytical skills.
- Organizational 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 prepare and run system generated reports.
- Ability to interpret and prepare financial statements and reports.
- Ability to interpret and apply applicable financial policies.
- Ability to work with people in an effective, tactful manner.
- 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 the third year of a professional accounting designation (CA, CGA, SMA, CPA) and a minimum of two (2) years of 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