



IDENTIFICATION

Department	Position Title	
Infrastructure	Financial Planning and Budget Analyst	
Position Number	Community	Division/Region
33-15042	Hay River	Marine Transportation Services

PURPOSE OF THE POSITION

The Financial Planning and Budget Analyst position is responsible for the budget development and financial planning and analysis for the Marine Transportation Services Division in accordance with Government of the Northwest Territories (GNWT) policies and procedures.

SCOPE

The Department of Infrastructure (INF) is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods motor vehicle and mechanical/electrical regulatory services and fleet management.

The Marine Transportation Services Division (MTSD) is responsible for the effective and profitable provision of essential marine transportation services and the immediate and long-term viability of the business that is Government of the Northwest Territories Marine Transportation Services. The Division accomplishes this through the deployment of the GNWT owned fleet of vessels to transport goods on Great Slave Lake, the Mackenzie River and the waters of the Arctic coast, and the effective use of the GNWT Shipyard and Marine Terminals.

The Financial Planning and Budget Analyst is located in Hay River and reports to the Comptroller, Marine Transportation Services (Comptroller). This position provides financial planning advice and support to the Division's senior management in Headquarters (HQ).

The incumbent ensures suitable, accurate and timely financial information is available to Division management to support resource allocation decisions in regards to the development of the Division's annual Operations and Maintenance (O&M), Infrastructure Expenditure (Capital), and Revenue budgets. This position prepares and consolidates major budgetary exercises for the Division (Business Plan and Main Estimates). The position has a standing acting for the Comptroller.

RESPONSIBILITIES

1. Prepares, analyzes and consolidates all Marine Transportation Services Division's (MTSD) exercises:

- Prepares the financial details for the Division's Business Plan and Main Estimates through coordination with Corporate Services and program managers;
- Assists with the preparation of the Division's capital acquisition plan;
- Prepares information and supporting schedules required for the Division's Business Plan and Main Estimates;
- Prepares briefing material, financial analysis and other document support for use by the Senior Management in response to questions from the Financial Management Board (FMB), Standing Committees and the Legislative Assembly;
- Prepares briefing books and other support documents for the use of the Assistant Deputy Minister, Deputy Minister and Minister;
- Coordinates the Divisions annual budget spread/cash flow submissions to Corporate Services through consultation with the Director and Comptroller and by utilizing historical trends;
- Develops and maintains internal processes and systems for the development of the Divisions Business Plan, Main Estimates, and ongoing management of the Department's budgets;
- Assists with the coordination of supplementary appropriation requests for the Division including briefing material;
- Makes recommendations and provides analysis to the Comptroller. to improve the budget process, target reallocations and target derivation;
- Develops and maintains an effective chart of accounts for the Division that ensures all reports on financial transactions meet statutory, organizational, management and generally accepted accounting requirements;
- Maintains a repository of financial reports, briefing documents, budget exercise outputs etc., to prepare analysis and reference for future planning.

2. Provides ongoing financial management analysis and advice/information to the Comptroller to ensure budgetary controls and management are in place:

- Maintains a system that ensures program managers perform a quarterly analysis and fiscal year end projections of the O & M and capital budgets;
- Coordinates meetings with the Director and Comptroller to review and analyze quarterly variance reports submitted;
- Monitors computer chargeback recoveries to ensure they are adequately covering planned expenditures;

- Coordinates the preparation of the monthly expenditure reports for submission to INF Corporate Services;
- Reconciles revised main estimates (including Supplementary Estimates, special warrants and transfers) related to MTS operations to System for Accountability and Management (SAM) monthly to ensure the integrity of the Department's budget;
- Reviews various SAM General Ledger (GL) Accounts and reports on a monthly basis, and advises program managers in the Division of any information gaps or inaccuracies, and recommends corrective action;
- Reviews and analyses weekly free balance reports and compares to the quarterly variance projects to ensure the Division is on track with their spending;
- Coordinates and prepares monthly O&M and capital budget adjustments, quarterly capital budget adjustments, and monthly interactivity transfers over 250K for submission to INF Corporate Services;
- Prepares Assistant Deputy Minister, Deputy Minister or Minister Authorizations to transfer funding or to set up new capital projects as required;
- Reviews payroll distribution reports and ensures corrections are made as required; and
- Prepares a monthly financial information binder for the Assistant Deputy Minister and Deputy Minister.

3. Manages and controls the Division's financial submissions:

- Maintains a system to track and manage MTS related FMB Submissions from users, from initial drafts through to final approval by FMB. Once Records of Decision (RODs) are received, follows up to ensure that conditions are met and outstanding items are completed;
- Monitors FMB agendas and RODs, ensuring all budget adjustments are processed, and ensures long term financial implications are built into the Division's base budget;
- Ensures that ongoing financial implications of MTS related submissions are included in the Business Plan, Main Estimates or Supplementary Estimates when new funding is required in the current year;
- Prepares FMB Submissions such as forced growth requests, capital carry-overs and other submissions as requested;
- Maintains a historical library of MTS related FMB Submissions.

4. Monitors and controls MTSD Revenue Budget, and the financial implications of Third Party (Fund 03) Agreements:

- Analyzes accounting reports monthly to ensure revenue accounts are recorded accurately;
- Prepares revenue budgets and revenue variance reports;
- Reviews all third party agreements to ensure proper back up documentation has been provided;
- Prepares documentation, as required, to obtain approval for establishing a Fund 03 budget;
- Ensures appropriate financial coding is established for third party agreements/revenues, and ensures accurate budgets are established;

- Ensures all salary and benefits costs are properly captured under the appropriate Fund 03 project code;
- Performs monthly reconciliations of each third party agreement and initiates recovery action where necessary;
- Prepares monthly reports for revenue and Fund 03 for inclusion in the monthly variance reports.

5. Manages and maintains control of the Division's Employee Leave and Termination Benefit (ELTB) Liability accounts and monitors various employee benefit budgets:

- Reconciles liability accounts (annual leave, lieu time, resignation, retirement, ultimate removal and termination/lay off) on a monthly basis;
- Forecasts year-end benefit accrual balances for variance reporting;
- Tracks all staff transfers to and from the Division, ensuring liability balances are fully captured to coincide with the transfer date;
- Follows up with other GNWT Departments and Boards to ensure employee benefits get transferred in a timely manner;
- Identifies and adjusts -where possible- benefit liability amounts to offset current year employee resignation, return of contribution, and layoff costs affecting current year appropriations;
- Monitors budgets for various employee benefit accounts (medical travel, dental, Workers Safety and Compensation Commission, etc.) on a monthly basis.

6. Prepares year-end financial reporting information through liaison with Headquarters staff:

- Coordinates the year end closing and completion of various schedules for the Division's third party and revenue accounts;
- Confirms all financial information required by Government Accounting in preparing the public accounts;
- Determines the formula financing status of Divisional revenues (i.e. exempt, non-exempt, partially exempt);
- Prepares all Statistics Canada information;
- Prepares grants and contribution schedules; and
- Prepares all year end information required by the Financial Management System (FMS) budgeting (e.g. schedule of transfers and supplementary estimates, schedule of special warrants).

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial planning and budget development concepts.
- Working knowledge of generally accepted accounting principles (GAAP).
- Advanced knowledge of Excel and Word.
- Excellent analytical skills.
- Excellent oral and written communication skills.
- Good interpersonal skills.
- Knowledge of organizational structures and management relationships.
- Knowledge of computerized accounting systems and databases.
- Knowledge of cash flows and historical trend analysis.
- Ability to organize work and meet deadlines.

Typically, the above qualifications would be attained by:

The completion of a third level (3rd) professional accounting designation (CGA, CA, CPA) with four (4) years of directly related experience.

ADDITIONAL REQUIREMENTS

Position Security

- 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

Aboriginal language: To choose a language, click here.

- Required
- Preferred