



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Financial Planning	
Position Number	Community	Division/Region
33-1730	Yellowknife	Corporate Services/HQ

PURPOSE OF THE POSITION

The Manager, Financial Planning is responsible for the financial and budgetary coordination of the Department in accordance with the Government *Financial Administration Act* (FAA), the Public Sector Accounting Board (PSAB), the Canadian Institute of Chartered Accountants Handbook (GICA), and Government regulation, policies and procedures, to ensure the integrity and effectiveness of the Department's financial and budget planning and monitoring is maintained.

SCOPE

The Manager, Financial Planning (Manager) is located in Yellowknife and reports to the Director, Corporate Services.

The Department of Infrastructure 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 Department is also responsible for programming aimed at increasing the use of domestic energy resources and reducing energy costs in the NWT (Northwest Territories), delivering renewable energy solutions, providing energy supply services to non-market communities, and leading efforts in energy conservation and efficiency.



On behalf of the GNWT, the Department of Infrastructure also carries the responsibility for strategic planning for the GNWT's (Government of the Northwest Territories) long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to northern destinations.

The position plays a key role in providing advice and support to the Department's management in Headquarters and five Regional offices. The incumbent ensures adequate information is available for proper decisions in regard to financial analysis and budgetary planning. This position maintains accurate and timely information relating to the department's financial resources. This position 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.

This position has supervisory responsibilities for the staff of the unit, including financial and budget analyst positions.

The Department has an appropriated operations and expenditure budget exceeding \$300 million although that budget amount does not accurately represent the full scope of work and funding that the Department is accountable for. Infrastructure provides services through revolving funds, chargeback accounts, agreements with other government departments, boards and agencies, and is responsible to deliver government-wide procurement shared services and capital programs on behalf of other departments.

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 briefing material.
- Supports the development of the Department's capital acquisition plan through consultation with the program managers and project managers.
- Develops the department's main estimates through coordination with the Financial Management Board Secretariat (FMBS) and program managers.
- Develops the briefing material for the Standing Committee on Infrastructure 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 FMBS.
- Evaluates inflation, the external environment, collective agreements, government policies etc, for the impact on Department of Infrastructure'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, Corporate Services and the Senior Management to ensure budgetary control:

- Maintain a system that ensures program managers perform a quarterly analysis and fiscal year end projections of the operations and maintenance and capital budgets.
- Maintains a system that reports to the FMBS monthly analysis and fiscal year end projections of the Department's expenditure and revenue budgets.
- Coordinates the 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.
- Analyze overall departmental position on an ongoing basis for the O&M (Operation and Maintenance) and capital budgets and reports to the Senior Management Committee (SMC).
- Coordinates and manages the process of FMB Submissions from researching, writing and reviewing papers from users through to the FMBS, establishes policies and procedures and advises 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 including capital projects.
- 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.
- Develops and implements procedures and internal systems for Tangible Capital Assets (TCA).



- 4. Provides appropriate and comprehensive advice and information to the Director, Corporate Services, to facilitate effective and efficient financial planning and analysis, good financial policy development and decision-making:**
 - Analyze and interpret financial legislation, regulations, policies and directives issued by the central agencies of the government and advising 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.
 - Develops and ensures that managers in Headquarters and all regions are receiving a series of reports suitable for their financial management requirements and that they are trained in the use of these reports.
- 5. Coordinate relevant information and processes with the Department's Manager, Financial Operations to facilitate effective and efficient support of the Department's financial planning and operations requirements.**
 - Ensure that information with respect to reporting and timelines as required by the Financial Operations unit is provided
 - Coordinate crossover processes to ensure no gaps or undue overlap exists.
- 6. Coordinates the timely delivery of the Department's public accounts and related reporting requirements for the Comptroller General's Office and the Office of the Auditor General.**
 - Oversee the preparation of department wide interim and year end public account schedules.
 - Lead the coordination and preparation of the department's public accounts schedules in specific areas including tangible capital assets, work in progress, deferred revenues and capital transfers.
 - Ensure financial statements including balance sheet accounts are reviewed, reconciled and journal adjustments are recorded in a timely manner.
 - Coordinate the year-end closing of the department's accounts to ensure the correct treatment of adjustments and accruals are in compliance with generally accepted accounting principles and GNWT reporting requirements.
 - Coordinate the preparation of working papers, spreadsheets and analyses of financial information to support adjustments and information reported in the public accounts.
 - Ensure Department's capital asset in service adjustments is completed in a timely manner in accordance with FAM (Financial Administration Manual) requirements throughout the year.
 - Support required liaison with the Comptroller General's Office (Accounting Services) to ensure public accounts requirements are satisfied.
 - Coordinate the delivery of the in-house training on public accounts matters.



7. Manages the human and financial resources of the Financial Planning unit, and provides support and reporting to the Director, Corporate Services as required.

- Leads, coaches and mentors financial planning unit employees.
- Participates in hiring staff, setting objectives, and managing performance.
- Appropriately manages the direct budget for the unit.
- Represents the Director, Corporate Services on interdepartmental Committees as requested.
- Prepares recurring expenditure reports for Statistics Canada
- Prepares annual human resources training expenditure reports.
- Develop briefing notes and other management reports as required.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of accounting theory, generally accepted accounting principles, and financial reporting requirements.
- Knowledge and experience preparing year-end working paper files and financial reports and analysis supporting financial accounts and administration of third-party agreements.
- Knowledge of contract law, a public contracting environment and contract administration concepts and procedures.
- Demonstrated knowledge of all aspects of financial and budgetary planning and analysis and operations, including third-party agreements.
- Understanding of public service accounting requirements.
- Communication skills, both oral and written.
- Knowledge or organization structures and management relationships.

- Analytical skills.
- Experience and ability to head off and resolve conflict between program objectives and financial management objectives.
- Excellent computer skills, including accounting spreadsheets, databases and word documents.
- Supervisory and conflict resolution skills.
- Ability to effectively manage time constraints, deadlines and competing priorities.
- 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:

A relevant degree or professional accounting designation, with 5 years of financial management experience, including contracts, financial analysis and 1-year supervisory 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