



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Financial Reporting Analyst	
Position Number	Community	Division/Region
48-14955	Yellowknife	Financial Analysis

PURPOSE OF THE POSITION

The Financial Reporting Analyst is responsible for financial monitoring, analysis, evaluation and reporting on the Northwest Territories Health and Social Services Authority's (NTHSSA) programs and activities. This position also provides accounting and financial support to the Authority in accordance with the Financial Administration Act, Generally Accepted Accounting Principles (GAAP) and departmental policies and procedures.

SCOPE

Located in Yellowknife, the Financial Reporting Analyst reports to the Manager, Financial Reporting.

The Northwest Territories Health and Social Services Authority (NTHSSA) is headquartered in Yellowknife and is responsible for delivering health and social services in most communities across the NWT. The NTHSSA covers 1.2 million square kilometers and services approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginal peoples. The NTHSSA delivers a full-range of primary, secondary and tertiary health and social services including family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. These services are delivered by more than 1,400 health and social services staff.

The Financial Reporting Analyst provides a pivotal role in the Business Planning process, as the NTHSSA system annually prepares an average of 10 to 15 decision papers requesting forced growth funding. In addition, as the NTHSSA system is subject to financial pressures

beyond its control, there is the need for additional one-time funding on a regular basis. NTHSSA makes an average of 10-15 requests for supplementary funding annually, averaging about \$20 million. The Financial Reporting Analyst will be responsible for preparing these funding submissions.

The Financial Planning and Analysis Unit leads the Authority through all phases of the annual financial cycle. Financial analysis is a significant role of the unit, particularly as it relates to informing the understanding of system cost drivers and supporting the development of business cases for funding requests to the Financial Management Board (FMB). The Unit also provides oversight and support to the financial activities of the Authorities.

The Financial Reporting Analyst uses many systems to achieve the financial objectives of the position, including the GNWT financial management system SAM and Microsoft Excel.

The Financial Reporting Analyst supports the NTHSSA mandate through the regular provision of detailed financial analysis, planning and reporting aimed at ensuring appropriate use of limited resources and enhancing system understanding. The Financial Reporting Analyst regularly makes recommendations to senior management on the financial implications of policy and program decisions.

Detailed analysis and reporting conducted by the Financial Reporting Analyst will support all reporting requirements of the Authority. Examples of the detailed analysis and reporting regularly required include monthly variance reports, quarterly variance analysis, budget preparation, review and feedback, annual reports, minister briefing and speaking notes, information items and decision papers for consideration by the FMB.

The Financial Reporting Analyst works closely with the Authority and Departmental senior financial managers, and other GNWT personnel to ensure that financial analysis and recommendations take into consideration the unique operational requirements of the complex NTHSSA system.

This position works within a legislative and policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies and procedures that include *the Financial Administration Act, Public Service Regulations, the Human Resource Manual*, Collective Agreements, and various GNWT policies following professional standards as provided by the Public Sector Accounting Board (PSAB).

RESPONSIBILITIES

1. Provides various technical financial analyses to support NTHSSA in making sound business decisions.

- Analyzes the Authority's financial positions, identifies critical issues and advises the Manager, Financial Reporting and Authority Comptroller of Finance Analysis;
- Identifies and quantifies impacts of major cost drivers within NTHSSA programs;
- Analyzes variance and forecast reports and conducts follow-up with program managers and Authority Comptroller of Finance;

- Monitors actual expenditures to ensure appropriate allocation to cost centres and initiates changes as required (for example: between Funds and across Control Objects);
- Creates and provides financial and management reports as required internal to the NTHSSA and external within Government;
- Assists in the preparation of briefing materials for the Minister, as required.

2. Applies financial and technical expertise in the preparation of Financial Management Board (FMB) Submissions on a regular basis.

- Analyzes large volumes of data and program detail to build business cases to support funding requests;
- Works closely with senior managers to ensure program operational requirements are taken into consideration when making recommendations for funding;
- Writes FMB submissions, based on conclusions and recommendations made as a result of the data analyzed and information collected from program experts;
- Performs ongoing analysis and costing to inform and write FMB submissions to substantiate the ongoing need for funding previously approved;
- Monitors spending to ensure compliance with FMB directions with regards to funding approved;
- Prepares briefing materials for the Minister.

3. Applies technical expertise in the preparation and reconciliation of budgets.

- Analyzes and reconciles initial NTHSSA targets with Authority board approved budgets with special consideration for restricted funding and any additions or sunsets of funding;
- Maintains authority budgets throughout the year including preparing communications to Authority CEO to notify of any changes to budgets;
- Prepares complete position reconciliation for inclusion in Main Estimates, briefing binders and Minister speaking notes;
- Prepares briefing materials;
- Prepares FMB Submissions related to Authority's budgets;
- Maintains historical budgetary records.

4. Provides technical financial support to assist in the delivery of Authority programs.

- Reviews and advises on financial procedures required for programs and services;
- Provides financial advice to program managers, i.e., preparation of contribution agreements;
- Provides financial support to NTHSSA program and policy staff by providing and discussing relevant information gathered during ongoing program monitoring and evaluation;
- Coaches Authority staff through financial policy and procedures and/or financial change as necessary.

5. Conducts program financial reviews and provides an objective assessment for Senior Management.

- Analyzes expenditures and program detail to assess major risks to determine areas of concern in specified program areas;
- Communicates any findings, conclusions and recommendations to senior management;
- Prepares timely, comprehensive reports, including results, observations and recommendations on improvements, for review by the senior management.

6. Monitors and makes recommendations on Authority chart of accounts in accordance with the Canadian Institute of Health Information (CIHI).

- Creates and maintains the NWT chart of accounts to be used for all Health and Social Services Authorities;
- Documents Authority use of accounts and provides feedback to senior management on compliance;
- Participates on the national MIS CIHI working group to assist in developing the national chart of accounts;
- Chairs a territorial working group on the chart of accounts and makes recommendations for any new accounts that might be considered as additions or obsolete accounts.

7. Conducts analysis and costing to inform requests to the Financial Management Board for funding to operationalize all new and renovated health and social services facilities in the Territory.

- Works with Authority staff to determine the operational requirements for the new/renovated facility;
- Conducts in depth review of staffing requirements which includes working with Authority staff to understand the operating environment requirements in the facility;
- Prepares year over year analysis of comparable facility expenses as they relate to operations and maintenance to determine required funding;
- Writes FMB submissions to request funding for new/renovated facilities as required;
- Maintains costing over the life of the capital project and into the first years of operation to ensure operating needs identified are sufficient and substantiated.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.

Sensory Demands

No unusual sensory demands.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of auditing concepts and internal control in order to assess compliance with governing authorities.
- Knowledge of financial planning and budgetary development concepts.
- Knowledge of database management.
- Knowledge in the use of microcomputer and software applications such as Excel, MS Word, and computerized accounting systems.
- Demonstrate effective communication (written and verbal) and interpersonal skills to effectively deliver presentations and instructional training.
- Demonstrate effective organizational and time management skills, including the ability to plan, coordinate, prioritize and meet deadlines.
- Excellent analytical skills.
- Ability to develop and deliver effective and appropriate presentations and training.
- Ability to work with people in an effective, tactful manner.
- Ability to prepare and run system generated reports.
- Ability to interpret, analyze and prepare financial statements and reports.
- Ability to interpret and assess financial policy documents.
- Ability to design and develop financial procedures.

Typically, the above qualifications would be attained by:

Completion of a University Degree (Commerce, Finance or Economics) combined with two years directly related experience and/or 4th level of a recognized professional accounting program (e.g., CGA, CMA) combined with two years directly related experience. Equivalent combinations of educational qualifications and experience will be considered on individual basis.

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:

Required

Preferred