



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Financial Analyst Budget and Variance	
Position Number	Community	Division/Region
48-15848	Yellowknife	Financial Planning, Operations and Hospitals Comptrollership

## PURPOSE OF THE POSITION

The Financial Analyst Budget and Variance (Analyst) administers a full range of financial and accounting services on behalf of program areas within the Northwest Territories (NWT) Health and Social Services Authority (NTHSSA)/(Authority) ensuring that the organization operates in accordance with governing legislation, policies, procedures, and guidelines.

The Analyst also performs comprehensive analysis and forecasting for the Authority and assists with the consolidation of financial variance reporting on a quarterly basis.

## SCOPE

NTHSSA is an independent public agency delivering a full range of health and social services programs and services under the jurisdiction of the HSS to the public. The authority for NTHSSA to exist comes from the *Hospital Insurance and Health and Social Services Administration Act* (HIHSSA). This includes the establishment and appointment of the NTHSSA Leadership Council (Council) to govern the Authority. A Finance Committee exists as a subcommittee of the Council that considers all financial matters before they are presented to the Council.

Although this is the overarching legislation, NTHSSA in partnership with the DHSS has delegated authority to administer and comply with all or parts of many other NT health and social services Acts including but not limited to the: *Health Information Act, Health And Social Services Professions Act, Child And Family Services Act, Medical Care Act, Medical Professions Act, Mental Health Act, Midwifery Profession Act, Nursing Profession Act, Ophthalmic Medical Assistance Act, Optometry Act, Public Health Act and Social Work Profession Act*. Programs and services include primary, secondary, and tertiary health and social services covering family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. Along with



the many clinics and health care centres operating throughout the NT, there are two hospitals under NTHSSA responsibility: a regional hospital in Inuvik and one in Yellowknife servicing the entire NT. The hospital in Yellowknife is the Stanton Territorial Hospital (STH) and provides a full spectrum of acute, outpatient and extended care services. It is the largest Branch of NTHSSA and is a key part of the territorial integrated approach to healthcare.

Two jurisdictions: Hay River and Tłıchǫ within the NT deliver local health and social services independent of NTHSSA. This situation adds a layer of complexity as the administration and assurance that local services are provided at NTHSSA standards must be established through a collaborative arrangement documented in a Memorandum of Understanding (MOU) between each jurisdiction and the Authority.

The remainder of the NWT is part of NTHSSA and is divided into five regions: Beaufort Delta, Sahtu, Dehcho, Fort Smith and Yellowknife.

NTHSSA also provides specialized medical services that are not available locally to residents of the Kitikmeot region of Nunavut through a formal agreement with the Government of Nunavut (GN). Hospital and emergency health care services are also made available to non-residents employed and working in the NT in the mining and other business sectors through several third-party formal contracts with employers.

NTHSSA employees are part of the GNWT employment pool. NTHSSA is the largest employment entity within the GNWT departments, boards, and agencies, with a very wide range of classifications of employees including medical specialists, professionals, management, office staff, union employees, 24/7 essential services, part-time, full-time, casual and shift work.

As a public agency, the Authority is required to comply with all relevant GNWT legislation, policy frameworks and manuals. Key financial and administration components of this obligation include the NT *FAA* and Regulations and manuals, NT *PSA* and Regulations, Human Resources Manuals, GNWT financial and accounting policies and procedures, and PSAS and GAAP. NTHSSA is directly accountable to the Council as well as DHSS and through DHSS to the NT Financial Management Board (FMB), GNWT Executive Council (Cabinet) and the NWT Legislative Assembly.

A public report including the audited financial statements must be tabled in the NWT Legislative Assembly annually. The Office of the Auditor General (OAG) performs the audit of NTHSSA separate and apart from the GNWT audit. This results in a direct relationship between the OAG and the Authority.

Accurate, timely, comprehensive, and understandable financial reporting is essential, not only to prepare the annual audited financial statements but also to complete financial statements, claims and reports related to comprehensive funding agreements. The consequences of not



meeting deadlines from various sources such as dates entrenched in legislation, set by the OAG, set by DHSS or other GNWT sources and/or included as terms and conditions of contribution agreements can be significant. These potential consequences include the loss of revenue, official criticism by the OAG, and political concern raised in the Legislative Assembly.

Operating at arm's length from government, the Authority is required to cover all expenses from the revenues received from public sector contribution agreements and MOUs, and contracts with the private sector. The primary contribution to operate comes from a complex core funding agreement from HS. As well, DHSS also provides several sources of targeted funding which are limited to specific programs and services and as such require separate accounting and reporting for each individual agreement. Many of these targeted contributions come through DHSS from the Government of Canada. These federal/territorial agreements have their own set of accountability requirements. To access these funds, NTHSSA must ensure the internal financial accounting structure and reporting meets the terms and conditions of these DHSS/Government of Canada agreements. NTHSSA also receives funding through the agreement with the GN, MOUs with Hay River Health and Social Services Authority (HRHSSA) and the Tẖcẖ Community Services Agency (TCSA) and private sector contracts for services to non-residents working in the NT.

Developing comprehensive fiscal policies and strategic plans and reliable budgets, establishing strong financial controls, ensuring all potential revenues are collected, implementing comprehensive accounting and tracking practices, and ensuring accurate and timely reporting is occurring are all essential to the ongoing success of NTHSSA. The Authority manages a full range of financial and accounting operations covering Operations Expenses and Revenues, maintains and manages its own Treasury functions, bank accounts, Accounts Receivable, Accounts Payable, Materials Management, Comptrollership, protection of assets, contract administration, budgeting, fiscal planning, variance analysis, forecasting and reporting, financial statement preparation and reporting functions. Although the Authority operates its accounting and payroll systems on the GNWT's System for Accounting and Management (SAM) and utilizes GNWT Shared Services functions for processing transactions, it does not access GNWT central agencies directly for most centrally managed and coordinated services in conjunction with government departments. The Finance Branch is the "central agency" for NTHSSA performing many of the same functions as the Department of Finance (FIN) does for GNWT departments.

The NTHSSA is confronted with significant financial challenges due to substantially rising inflationary costs and constant growth in demand for services while funding sources are not keeping pace. This has resulted in a continual rising of the accumulated debt. This fiscal situation places a great deal of pressure on the Finance Branch to ensure NTHSSA can continue to cover operational needs and at the same time control expenditures as much as possible. In this environment financial sustainability has become a major concern.



NTHSSA has the largest budget and operational expenditures of any single entity within the Government of Northwest Territories departments and agencies after accounting for the funding paid out from departments to public agencies. Factoring in the fact that the Authority is carrying a significant deficit which is rising every year means that comprehensive analysis of financial operations, accurate forecasting based on well thought-out models and methods and regular monitoring of variance reports has become a fundamental part of financial business operations. Accurate and comprehensive forecasting and variance reports are essential to allow good decision making with respect to budget allocations and operational spending for NTHSSA as whole, including at the governing body level.

NTHSSA is comprised of seven Branches headquartered in Yellowknife. The Branches are Office of the Chief Executive Officer (CEO), Finance. Clinical Integration. Child, Family and Community Wellness. Corporate and Support Service. Regional Operations, and Stanton Territorial Hospital.

The Analyst is part of the Financial Planning and Operations, and Hospitals Comptrollership Section, reports directly to the Manager, Budget and Variance Reporting and is located in Yellowknife.

The Analyst is one of four positions providing the role. Two Analysts will report to one of the two Manager, Budget and Variance Reporting positions who are responsible for portfolio consisting of various branches and regions within the NTHSSA. The Analyst will support the portfolio of the Manager and collaborate closely with the other team. The Analyst will also work on completing consolidations of the organization-wide materials. The Analyst must work closely with all levels of staff throughout NTHSSA and key Health and Social Services (HSS) staff.

These roles are performed in the context of ensuring compliance with the Authority's Purpose, Guiding Principles and Values, the Department of Health and Social Services (DHSS) specific legislation, the NT *Public Services Act*, *Financial Administration Act* (FAA), Generally Accepting Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS), GNWT related policies and manuals, and NWT Human Resources legislation the NWT Public Service Collective Agreements, and all other relevant government legislation, policies and procedures.

## **DIMENSIONS**

The source of the following information is the 2022-23 Annual Report:

- Number of Employees: 1891
- Budget: Revenues: \$400M  
Operations Expenses: \$432M
- Actuals: Revenues: \$481M (94.4% from GNWT)  
Total Expenditures: \$533M



- Deficit: \$52M
- Accumulated Deficit: \$245M
- Net Debt: \$255M

Other key dimensions include:

- Financial Systems: SAM (System for Accountability and Management)

## **RESPONSIBILITIES**

### **1. Supporting Program Management in Completing the Quarterly Variance Process**

- Review Payroll reconciliation sheets for staffing errors.
- Calculating projections for new hires or terminations, casual extensions, job shares, relief, overtime, standby, shift premiums and others.
- Ensuring projection data is correctly entered into the SAM financial system.
- Assisting with identifying errors in coding.
- Supporting Management in completing operations and maintenance projections including determining projections relating to contracts and inventory management.
- Supporting Management in providing adequate variance explanations.
- Ensuring that variance reports are completed and reviewed by the ED/COO within the deadlines set by the variance schedule.
- Completing any follow up investigations on items arising from the variance process.
- Completing or communicating corrections for all errors identified.

### **2. Assists with the NTHSSA Quarterly Variance Consolidation Process:**

- Reviewing and evaluating variance submissions for accuracy, completeness, and integrity of information in consultation with program managers.
- Preparing briefing notes.
- Consolidating variance reports.
- Assisting in preparation of quarterly variance reports in templates required by DHSS, submitting documents for senior management signing and approval and forwarding signed variance reports to DHSS within required deadlines.
- Maintaining the security for the variance SharePoint on the GNWT electronic document system.
- Maintaining the SAM variance responsibility allocation including tracking acting assignments and identifying unassigned coding strings.
- Preparing a summary of current and forecasted results highlighting key issues.
- Complete regular reviews of financial transactions to ensure accurate entries.
- Identifying areas with reoccurring errors and reporting to Management for training needs.

### **3. Supporting Program Management in Completing the Yearly Budget Process**





- Assist management by completing all budget spreadsheets including revenue, expenses and compensation and benefits.
- Review Payroll budget listings to ensure accurate employee and position information.
- Assist with adding new positions.
- Identify areas for expense reallocation.
- Identify areas under budgeted.
- Ensure all contracts and agreements are included in the budget.
- Assist with reallocation of budgets between units.
- Ensure budget documents are completed and reviewed by the ED/COO within the deadlines set by the budget schedule.
- Support Management in preparation of Forced Growth, New Initiatives and Supplementary appropriations.

**4. Prepares, analyzes, and consolidates NTHSSA's Annual Budget Process.**

- Preparing the financial details for the NTHSSA's annual budget to be used by management.
- Prepare and review payroll budget listings to ensure accurate employee and position information.
- Identify areas for expense reallocation and assist with reallocation of budgets between NTHSSA divisions.
- Identify areas under budgeted or over budgeted.
- Ensure all contracts and agreements are included in the year-end budget.
- Advising management on areas of opportunities and risks.
- Training and supporting management and other financial staff in the budget process.
- Preparing briefing material, financial analysis, and other support documents for use by the CFO and CEO in response to questions from the Financial Management Board, Standing Committees, Department of Health and Social Services, and the Legislative Assembly.
- Making recommendations and conducting analysis to improve budget process, target reallocations, and target derivation.
- Maintaining a repository of financial reports, briefing documents, budget exercise outputs etc. to prepare analysis and reference for future planning.

**5. Monitor NTHSSA's financial budget submissions.**

- Maintain a system to track and manage NTHSSA budget submissions from users, from initial drafts through to final approval by the Department/DHSS.
- Maintain the budget information database via SharePoint or internal drives.
- Monitors DHSS recommendations and correspondence, ensuring all budget adjustments are processed and any long-term financial implications are built into NTHSSA's base budget.



**6. Monitor the Department's revenue and expense budget and financial implications of third-party agreements.**

- Analyze funding agreements to ensure revenue and expense accounts are recorded accurately within the budget.
- Maintain a database of historical revenue spreadsheets.
- Assist in preparing briefing notes on all external and third-party agreements regarding any variances between revenue and expenses.
- Ensures appropriate financial coding is established for each third-party agreement and proper budgets are established.
- Responsible for ensuring that restricted or third-party expenses and revenue are maximized by working with management.
- Responsible for maintaining and tracking the NTHSSA funded positions and CORE funding reconciliation.

**7. Maintain the NTHSSA Chart of Accounts.**

- Maintaining an effective chart of accounts for the NTHSSA that ensures all reports on financial transactions meet statutory, organizational, management, and generally accepted accounting requirements.
- Maintaining a current and complete NTHSSA Chart of Accounts (CoA).
- Processing, creating and submitting CoA change forms and ensuring they are properly approved and submitted to the Department of Finance for entry into SAM.
- Ensuring that approved CoA changes are communicated to appropriate NTHSSA staff.
- Provide account coding information support to staff.

**8. General Duties:**

- Preparing various ad hoc reports and briefing materials.
- Preparing documents required for the year end financial audit.
- Performing other related duties as assigned.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual demands.

**Sensory Demands**

No unusual demands.



### **Mental Demands**

This incumbent will be affected by disruptions to lifestyle due to tight deadlines requiring mandatory overtime (approximately 10 hours) each quarter end with higher expectations in January and February for budget completion.

This position requires a high degree of concentration and attention to detail which can lead to a sense of fatigue. The incumbent is also subjected to disruptions from peers, officers, and managers who may require immediate information and who may pressure the incumbent to change priorities.

Demands for thoroughness and accuracy in work, often performed under strict deadlines, can cause stress.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP) & Canadian Public Sector Accounting Standards (PSAS).
- Knowledge of internal financial and accounting controls.
- Knowledge of financial planning and budgetary development concepts.
- Knowledge of Annual Budget and Financial Cycles.
- Understanding of organizational structures and management relationships.
- Ability to design and develop financial procedures.
- Knowledge of cash flows and historical trend analysis.
- Ability to interpret, analyze and prepare financial statements and reports.
- Ability to understand legislation, regulations, policies, and procedures.
- Proficiency in the use of computers, spreadsheets, managing large data sets and making linkages among various sources of data.
- Knowledge of computer-based accounting applications, windows based operating systems, word processing, databases, and spreadsheet applications, communication software and online mainframe and billing systems.
- Skilled in all Microsoft Office software (Word, Excel, PowerPoint) and other accounting software.
- Problem solving, analytical and evaluation skills.
- Communications skills (written and verbal) and interpersonal skills.
- Organizational and time management skills, including the ability to plan, coordinate, prioritize and meet deadlines.
- 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:**

A bachelor's degree in commerce or related discipline with a major in accounting and two (2) years related experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Completed Core 1 and 2 Common Modules of the CPA Professional Education Program (PEP).

**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