



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Senior Financial Analyst	
Position Number	Community	Division/Region
48-16554	Yellowknife	Finance

PURPOSE OF THE POSITION

The Senior Financial Analyst is responsible for providing research and analysis on matters relating to the Northwest Territories Health and Social Services Authority (NTHSSA), modelling outlooks, and monitoring fiscal initiatives.

SCOPE

Located in Yellowknife, the Senior Financial Analyst Officer position reports to the Director, Fiscal Strategy and Business Improvements. The position can also be assigned to support NTHSSA Senior Manager(s) and Managers as requested and approved by the NTHSSA Senior Executive. The position will be working in a matrix management environment within NTHSSA.

NTHSSA is an independent corporate body delivering a full range of health and social services programs and services 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.

Programs and services provided by NTHSSA 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. This 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 Tłıchǵ 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 cost of services provided to residents of these regions that are delivered through NTHSSA are recovered through a billing process.

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. 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.

A public report including the audited financial statements must be tabled in the NT 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 HSS 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 HSS. As well, HSS 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 HSS from the Government of Canada. These federal/territorial agreements have their own set of accountability requirements. In order to access these funds, NTHSSA must ensure the internal financial accounting structure and reporting meets the terms and conditions of these HSS/Government of Canada agreements. NTHSSA also receives funding through the agreement with the Government of Nunavut, MoUs with Hay River Health and Social Services Authority and the Tłıchǵ 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 FIN does for GNWT departments.

NTHSSA enters major specialized contracts for medical supplies, medical equipment and pharmaceuticals including prescribed medications, vaccines, etc. along with contracts for other various goods and services. These contracts must be very specific and technical due to the nature of the goods or services being supplied. Effective and efficient materials and inventory management and security of medical supplies, medical equipment and pharmaceuticals is essential. In addition to Materials contracts, many components of NTHSSA operations are performed through complex professional medical contracts.

The incumbent maintains a broad range of knowledge of programs and services provided and supported by the NTHSSA, as well as government processes, guidelines, and directives. The Senior Analyst consults regularly with relevant stakeholders throughout the NTHSSA, DHSS, and Department of Finance to ensure that the NTHSSA's finance processes are effective and efficient in various contexts, adjusting as needed to achieve optimal results.

Within this environment the Senior Financial Analyst provides analytical and research expertise to the Division in support of recommendations on the broad areas of financial analysis and policy. Work is normally assigned as needed by the Director. Other responsibilities relate to advice provided to the NTHSSA stakeholders on the impact of quality improvement and cost containment initiatives and policies on the fiscal performance of the NTHSSA. This position requires listening and analyzing information related to highly complex technical work. The incumbent will be involved in several projects in same period with strict deadlines.

Some travel may be required, but probably less than once a year.

RESPONSIBILITIES

1. Model the impact of various development projects and policy choices on the NTHSSA.



- Develop and maintain financial models of the NTHSSA.
 - Use these economic models to assess the likely incremental impacts of improvement and cost containment policy choices.
 - Report on and analyze the results of these assessments either verbally or in writing.
- 2. Conduct research, analysis and forecasts related to the NTHSSA. Complete and accurate analysis is essential for fiscal planning purposes. Research related to it requires extensive analysis of many variables, and the use of analytical methods ranging from simple techniques to complex, specially developed approaches.**
- Develop and maintain a model for forecasting key cost drivers of the NTHSSA.
 - Perform research relating to the cost and financial implications of NTHSSA service delivery including collecting and analyzing data to monitor trends and determine the impact of various initiatives or projects.
 - Provide evaluations of the effects of NTHSSA changes and policy choices.
 - Draft briefings for senior management and the CEOs/Deputy Minister
- 3. Conduct research and financial analysis on issues relating to inter-jurisdictional programs and services.**
- Evaluate the needs and data requirements and collect and analyze financial and economic data for contracts and meetings between NTHSSA and Alberta (Alberta Health Services) and Nunavut (Government of Nunavut) officials.
 - Draft briefings for senior management and the CEO on issues relating inter-jurisdictional arrangements.
- 4. Collect and analyze data in order to portray the performance of the NTHSSA.**
- Evaluate the needs and data requirements for research.
 - Collect data on the NWT and other systems.
- 5. Prepare multi-year financial forecasts for the NTHSSA.**
- Develop and maintain a model to forecast outcomes.
 - Collect and analyze data that goes into the model.
 - Update and analyze the forecasts as new data becomes available.
- 6. Participate in research projects dealing with fiscal and NTHSSA issues as required.**
- Remain familiar with fiscal and policy issues.
 - Provide recommendations for the CEO and senior management on the NTHSSA based on empirical research and analysis.

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

- Knowledge of both financial theory and policy and familiarity with both quantitative and non-quantitative research methods.
- Knowledge of and/or the ability to acquire and apply knowledge of GNWT programs, policies, procedures, and financial, budgetary and administrative systems.
- Knowledge and skills to develop and maintain a model to forecast the HSS System Sustainability outcomes.
- Written and verbal communication skills including report writing, and drafting correspondence and briefings.
- Skills relating to computer-based analysis along with knowledge of quantitative methods including, spreadsheets, word processing and communications in order to complete quantitative analysis.
- Planning skills and the ability to set priorities.
- Organization and time management skills.
- Ability to critically analyze, interpret and assess information.
- Ability to develop and maintain a model for forecasting key cost drivers of the HSS System.
- Ability to provide professional advice in a way that others with limited or no financial training can understand.
- Ability to address conflicts and differences of opinion with tact and diplomacy.
- Ability to 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:

Chartered Professional Accountant (CPA) designation and at least two (2) years of work experience in a financial policy environment with experience in financial modelling and analysis.

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