



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Senior Financial Analyst	
Position Number	Community	Division/Region
48-17842	Yellowknife	Financial Planning, Operation, and Hospital Comptrollership /Yellowknife

PURPOSE OF THE POSITION

The Senior Financial 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. The position also provides research and analysis on matters relating to NTHSSA, modelling outlooks, and monitoring fiscal initiatives.

SCOPE

Located in Yellowknife, the Senior Financial Analyst reports to the Manager, Budget & Variance Report.

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 Department of Health and Social Services (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 (HSS) 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 Tłıchǵ within the NT deliver local HSS 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 Administrator 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 DHSS. 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 GNWT 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 Senior Financial 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 Senior Financial Analyst regularly makes recommendations to senior management on the financial implications of policy and program decisions.

Detailed analysis and reporting conducted by the Senior Financial 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 Senior Financial 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. 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.

2. Support Management in completing the Quarterly Variance Process.

- Ensure projection data is correctly entered into the SAM financial system.
- Work with program in completing operations and maintenance projections including determining projections relating to contracts and inventory management.
- Work with program in providing adequate variance explanations.
- Review Financial Management Officer's work to ensure accuracy.
- Ensure that variance reports are completed and reviewed by the COO within the deadlines set by the variance schedule.
- Complete any follow up investigations on items arising from the variance process.
- Complete or communicate corrections for all errors identified.

3. 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.

4. Provide expert support to the day-to-day Financial Operations related to expenditure and revenue management.

- Provide financial support to regional financial management officer.
- Complete regular reviews of financial transactions to ensure accuracy of entries.
- Identify areas with reoccurring errors and report to Management for training needs.
- Provide account coding information support to regional staff.
- Assist the AR division and Management with revenue recoveries relating to a variety of billbacks for services, materials, rent, parking or others.



- Work with management and regional comptroller on identification of areas of cost savings and revenue generation without impacting patient care.
- Participate in creating new policies and procedures to ensure that Region is capturing all revenue and minimizing expenses.
- Assist Management in understanding payroll related reports.

5. Contribute to NTHSSA's year-end audit.

- Supports all year-end close process working papers and submissions.
- Prepare journal adjusting entries, including post-closing adjustments.
- Assist with the year and accrual process for both Revenue and expense accrual.
- Assist with providing year-end audit sampling support.

6. 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 Authority Comptroller;
- 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;
- Prepare briefing materials for the Minister, as required.

7. 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.

8. 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

9. 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.

10. 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. GNWT Job Description

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent manages tight deadlines that may require overtime, which will be compensated at the appropriate rate of pay.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS).
- Knowledge in budgeting, accounting principles and practices, financial management, financial information systems, and audit practices.
- Knowledge of internal control frameworks and processes.
- Knowledge of cash flows and historical trend analysis.



- Knowledge of communication software and online mainframe and billing systems.
- Computer skills including Microsoft Office and accounting, and payroll systems.
- Critical and analytical thinking knowledge of Annual Budget and Financial Cycles.
- Skills to manage large data sets and making linkages among various sources of data.
- Skilled in operations and maintenance projections including contracts and inventory management.
- 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 contribute to identifying areas of cost savings and revenue generation without impacting patient care.
- Ability to work with people in a respectful manner.
- Ability to proactively address current or future problems that may not be evident to others.
- Ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- Ability to apply knowledge of organizational structures and management relationships.
- Skilled in concentration and attention to detail.
- Ability to manage changing priorities and disruptions.
- Ability to design and develop financial procedures.
- Ability to interpret, analyze and prepare financial statements and reports.
- Ability to understand applicable legislation, regulations, policies, and procedures.
- 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:

Completion of a University Degree (Commerce, Finance or Economics) combined with two years directly related experience.

Equivalent combinations of education and experience will be considered.

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

Indigenous language: Select language

☐ Required

☐ Preferred