



IDENTIFICATION

Department	Position Title	
Health and Social Services	Senior Budget Analyst	
Position Number	Community	Division/Region
49-10750	Yellowknife	Finance

PURPOSE OF THE POSITION

The Senior Budget Analyst provides independent and objective analysis, evaluation, advice and reporting with respect to the budget for the Department of Health and Social Services. This position is responsible for the activities associated with Operation and Maintenance, Capital and Revenue variances. The position is also responsible for maintaining and reporting on tangible capital assets and monitoring compliance in accordance with the Financial Administration Act, Generally Accepted Accounting Principles and departmental policies and procedures.

SCOPE

Located in Yellowknife, the Senior Budget Analyst reports directly to the Manager, Financial Planning and Reporting.

The incumbent provides independent advice and analysis on programs, initiatives and strategic plans that have financial impacts. The position monitors compliance with Financial Management Board (FMB) direction and all governing authorities and legislation. The reporting, submissions and recommendations prepared directly impact planning, resource allocation, financial and policy issues.

DHSS is the largest, most broadly based Department in the GNWT. DHSS is comprised of the Department, 3 Health and Social Service Authorities, and a number of contracted service providers. The system directly employs over 2,000 staff members in a wide range of employment categories and provides services to a population of approximately 43,000 residents. The Senior Financial Analyst monitors, reports and provides expert financial advice on an annual operating budget of over \$550 million, a capital budget of about \$60 million per

year, work-in-progress of \$238 million and assets with a net book value of \$267 million. This position evaluates the Department's financial position and provides analysis and advice on all financial submissions to FMB to ensure appropriate resource allocation.

The Senior Budget Analyst works closely with the Department's senior managers, Authorities' Directors of Finance, and other GNWT personnel to provide financial analysis and make sure recommendations take into consideration the unique operational requirements of the complex HSS 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 analysis to support the Department in making sound business decisions.

- Analyzes the Department's financial positions, identifies critical issues and advises the Manager, Financial Planning and Reporting.
- Analyzes variance and forecast reports and consults with and advises program managers and senior management.
- Analyzes chargeback agreements and makes accounting recommendations.
- Creates and provides a variety of financial and management reports as required internal to the Department and external within Government.
- Assists in the preparation of briefing materials for the Deputy Minister and Minister, as required.
- Prepares Financial Management Board (FMB) submissions when required.
- Reviews and provides financial advice on departmental FMB submissions.
- Designs, prepares and evaluates various financial/management reports in consultation with division management; ensures the production of reports is timely and accurate. Updates report formats and output as operational staff requirements change.

2. Monitors Departmental compliance with FMB direction and other governing instruments related to strategic financial planning, resource allocation, financial management and budget management.

- Prepares and analyzes departmental reports and submissions (e.g. variance, quarterly capital budget adjustments, capital carryovers, activity over-expenditure report).
- Analyzes expenditures and program detail to monitor departmental funding levels and budget transfers /adjustments, particularly as they may relate to restricted funding, or subsequent funding requests.
- Assesses 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 senior management.

3. Applies financial and technical expertise in the preparation and reconciliation of the Tangible Capital Asset (TCA) financial information.

- Ensures the integrity of accounting and asset tracking information in the financial system.
- Provides financial interpretations and advice to the department on TCA treatment and methodology.
- Monitors the amortization and work-in-progress control account and makes appropriate entries and adjustments to the TCA account.
- Reviews the adjusted net book value of each departmental asset.
- Prepares the annual Stats Canada capital survey reporting.
- Ensures assets are put into service and removed from service in a timely manner.
- Ensures assets are properly amortized and periodic and accumulated amortization costs and entries are recorded accurately.
- Develops TCA and Amortization Schedules for the Main Estimates and Public Accounts.
- Provides TCA training to departmental staff as required.
- Assists in the preparation of FMB submissions that have TCA accounting implications.

4. Provide technical financial support to assist in the delivery of departmental programs.

- Reviews and advises on financial procedures required for programs and services.
- Provides financial advice to program managers.
- Provides financial support to departmental program and policy staff by providing and discussing relevant information gathered during ongoing program monitoring and evaluation.
- Coaches Authority and Department staff through financial policy and procedures and/or financial change as necessary.

WORKING CONDITIONS

Physical Demands

Majority of time spent at computer with plenty of opportunity to move about. Periodic travel to remote communities may be required.

Environmental Conditions

There are no significant adverse environmental conditions associated with this position.

Sensory Demands

Spend significant amount of time each day reviewing financial reports on paper and on the computer screen, where intense concentration is required.

Mental Demands

Mental fatigue is common as a result of heavy workload, frequent need for intense analytical work, and project management that are all impacted by tight deadlines. Imposed unexpected and competing demands frequently cause high levels of stress and mental fatigue.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of auditing concepts and internal control in order to assess compliance with governing authorities.
- Knowledge of financial planning and budgetary development concepts.
- Proficiency in the use of computers, spreadsheets, managing large data sets and making linkages among various sources of data.
- Excellent problem solving, analytical and evaluation skills.
- Excellent communication and interpersonal skills.
- Ability to communicate clearly and effectively both verbally and in writing for day-to-day duties as well as for reports, presentations and providing instructional training.
- Excellent organization and time management skills.
- 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.
- Ability to develop and deliver effective and appropriate presentations and training.

Typically, the above qualifications would be attained by:

These skills are usually acquired through a bachelor's degree in a financial field and three (3) years of related experience.

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

CERTIFICATION

Title:

Position Number:

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
Deputy Head/Delegate Signature	Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.