



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Intern, Budget Analyst	
Position Number	Community	Division/Region
49-17663	Yellowknife	Finance / HQ

## PURPOSE OF THE POSITION

The Intern, Budget Analyst (Intern) provides financial support to the Department of Health and Social Services (Department) in accordance with the Government of the Northwest Territories (GNWT) and Department policies and procedures, and upon consultation with appropriate staff within the Department, Health and Social Services Authorities and the Department of Finance.

## SCOPE

Located in Yellowknife, the Intern, Budget Analyst (Intern) reports to the Manager, Financial Planning and Reporting (Manager), and supports the Department's effort to ensure appropriate funding for the Health and Social Services system in the NWT and prepares, monitors, evaluates and reports on operational and capital budgets for the Department. Support is conducted through telephone conversation, electronic communication, or in-person.

The Intern works with colleagues within the Department and the Health and Social Services Authorities and supports the Manager and Senior Budget Analysts in the coordination of major budgetary exercises for the Department by maintaining departmental coding structures, preparing budget loads and supporting the coordination of variance reports. This entails understanding the program policies, procedures and operational details, including the basis for the funding allocations and the resulting appropriateness of expenditures and coding within the programs.

## RESPONSIBILITIES

- 1. Support the development and monitoring of the NWT Health and Social Services system budgets and departmental accounting structure.**
  - Provide support in the preparation and monitoring of departmental budget sheets, including regularly updating for budget and coding changes, and distribute to management.



- Ensure department budgets are appropriately reflected in the GNWT financial System for Accountability and Management (SAM) by supporting the budget load, preparation and entry of budget journals and transfers and reconciliation of SAM to budget document.
- Support the reconciliation, preparation and monitoring of authority financial targets and monthly cash flows, including ensuring proper documentation is maintained to support any changes to targets.
- Maintain department financial coding structure, in accordance with national accounting structures and best practices.
- Work with departmental program and policy staff to provide and discuss relevant information gathered during ongoing program monitoring.

**2. Support the development of both the annual Business Plan and the Main Estimates for the Department.**

- Assist in the preparation of the Main Estimates and Business Plans, including supporting documentation and briefing materials for the Minister.
- Assist in preparation of the briefing and presentation materials for use by the Minister and Deputy Minister and the Director of Finance during the Standing Committee and Legislative Assembly review processes.

**3. Provide support, advice, and guidance to Departmental staff in matters related to financial information.**

- Support the preparation of financial budget and expense reports in accordance with set legislation, policies and guidelines.
- Support the development of financial management review processes.
- Assist with the preparation of financial reports with relation to various federal or third party funding agreements.

**4. Collaborate with program staff and authority representatives to prepare submissions (Supplementary Funding, Forced Growth or New Initiative requests and/or Information Items) to the Financial Management Board (FMB).**

- Consult with departmental staff on the specific needs for financial and budgetary information.
- Research and analyze financial information to determine the resource needs of new or existing programs.
- Assist in the preparation of business cases for incremental resource requests for submission to the Financial Management Board.



## **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 generally accepted accounting principles (GAAP).
- Skilled in the use of computer software applications (particularly Excel and Word).
- Analytical and evaluation skills.
- Oral and written communication skills.
- Organizational and time management skills.
- Ability to manage large data sets and make linkages among various sources of data.
- Ability to acquire knowledge of organizational structures and management relationships.
- 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 post-secondary degree or diploma in a financial field.

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