



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Senior Financial Analyst	
Position Number	Community	Division/Region
63-11441	Yellowknife	Finance and Administration/HQ

PURPOSE OF THE POSITION

The Senior Financial Analyst is responsible and accountable for providing technical, financial management support and analysis for the Department of Industry, Tourism and Investment (ITI). This position is also responsible for maintaining and reporting on tangible capital assets and monitoring compliance with governing authorities.

This position works within a legislative and policy framework and carries out its responsibilities in accordance with Government of Northwest Territories (GNWT) acts, regulations, policies and procedures that includes the *Financial Administration Act*, Financial Administration Manual, Contract Regulations, *Public Service Act*, Public Service Regulations, the Human Resource Manual and various GNWT policies following professional standards as provided by the Public Sector Accounting Board (PSAB).

SCOPE

Located in Yellowknife and reporting to the Manager, Financial Planning (Manager), the Senior Financial Analyst is part of a team of financial and administrative specialists that provide budgetary, accounting and program support to various divisions within the Department.

The Senior Financial Analyst works on a regular basis with and provides information to the Director and Senior Management. The position also works closely with the Management Board Secretariat (MBS) and other Finance and Administration staff in headquarters and the regions.

The Department of Industry, Tourism and Investment has an Operations & Maintenance (O&M) budget of approximately \$61 million and a capital budget is approximately \$3 million.



RESPONSIBILITIES

1. Provides various technical financial analyses to support the Department in making sound business decisions.

- Analyzes the department's financial position, identifies critical issues and advises the Manager, Financial Planning.
- Analyzes variance and forecast reports and conducts follow-up with program managers and Regional Senior Corporate Services Officers.
- Analyzes various chargeback agreements and makes accounting recommendations, i.e., the Technology Service Centre chargeback agreement.
- Creates and provides 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.
- Prepares various reports as required.

2. Applies technical expertise in the preparation and reconciliation of the Tangible Capital Asset financial information.

- Maintains and reconciles continuity schedules for Work in Progress, capital assets additions and disposals and Deferred Capital Contributions and prepares entries for year end.
- Calculates amortization expense, work in progress, capital asset additions and disposals and Deferred Capital Contributions for the Departmental and Activity Summaries of the Capital Main Estimates.
- Prepares briefing materials for the Capital Main Estimates.
- Prepares FMB Submissions related to tangible capital assets and amortization expense.
- Maintains Departmental records in the Tangible Capital Asset software system.

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

- Establishes and reviews financial procedures required for the programs.
- Manages the administrative framework for all Fund 3 projects (work performed on behalf of others) and third party transfer payments to ensure that financial reports are provided timely in accordance with the terms of the agreement. Ensure that revenues are collected and projects are reconciled for year-end reporting.
- Prepares financial statements for reporting purposes related to work performed on behalf of other.
- Provides financial advice to program managers, i.e., preparation of contribution agreements.



4. Conducts compliance reviews and provides an objective assessment for Senior Management.

- Analyzes expenditures and assesses the major risks to determine areas of emphasis.
- Is at arm's length from processes to be reviewed.
- Develops plans and detailed procedures to ensure the department is in compliance with governing authorities i.e., FAA, FAM and accounting standards as provided by PSAB.
- Conducts testing (e.g., develops evidence, analyzes and evaluates findings, verifies conclusions) and gathers additional compliance data through file reviews, interviews with program delivery staff in headquarters and regional offices and through review of other documentation.
- Communicates any findings, conclusions and recommendations to program managers to ensure results are understood and accepted and to resolve any disputes.
- Analyzes the data gathered to identify specific areas of non-compliance.
- Prepares timely, comprehensive compliance assessment reports, including results, observations and recommendations on improvements to processes and procedures, for review by the senior management.
- Follows up on agreed action items to improve compliance on a regular basis.

5. Monitors and makes recommendations on internal control activities to ensure compliance with governing authorities (i.e., FAA, FAM) and professional standards (PSAB and CICA Handbook).

- Documents existing financial and internal control procedures.
- Investigates internal control procedures for HQ and regions.
- Recommends new procedures to address gaps.
- Develops and implements internal control functions and procedures.
- Takes the lead in preparing and organizing appropriate financial training for departmental program staff.
- Provides comment on draft financial directives to the Manager, Financial Planning, as requested.

6. Provides oversight and coordination for financial training for Departmental finance staff.

- Identifies areas for improvement.
- Contributes to subject matter materials for training.
- Provides advice to the Manager, Financial Planning.
- Provides training to staff as the lead trainer.
- Prepares and updates procedure manuals.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands. Travel to the regions may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in accounting for tangible capital assets.
- Knowledge of PSAB standards.
- Knowledge in the use of microcomputer and software applications such as Excel, MS Word, and computerized accounting systems.
- Knowledge of GNWT organization and management relationships.
- Knowledge of database management.
- Knowledge of auditing concepts and internal control in order to assess compliance with governing authorities.
- Knowledge of financial planning and budgetary development concepts.
- Analytical skills.
- Communication and interpersonal skills.
- Organizational 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.
- Ability to develop and deliver effective and appropriate presentations and training.
- Ability to work with people in an effective, tactful manner.
- Ability to prepare and run system generated reports.
- Ability to interpret and prepare financial statements and reports.
- Ability to interpret and assess financial policy documents.
- Ability to design and develop financial 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:

These skills are normally acquired through completion of the Chartered Professional Accountant core modules and current enrollment in the elective modules as well as a minimum of three (3) years directly related experience.

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