



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Manager, Financial Planning	
Position Number	Community	Division/Region
63-17026	Yellowknife	Finance and Administration/HQ

PURPOSE OF THE POSITION

The Manager, Financial Planning is responsible for the financial and budgetary coordination of the Department of Industry, Tourism and Investment (Department) in accordance with the Government of the Northwest Territories (GNWT) acts, regulations, policies and departmental procedures and professional standards as established by the Public Sector Accounting Board (PSAB). This position also works within a legislative and policy framework and carries out its responsibilities in accordance with GNWT Contract Regulations, Public Service Act, Public Service Regulations, the Human Resource Manual and various GNWT policies and is responsible for maintaining and reporting on tangible capital assets and departmental programs.

SCOPE

The Manager, Financial Planning is located in Yellowknife reports to the Director, Finance and Administration and assumes responsibility and accountability for the preparation of annual business plans, main estimates and capital plans for ITI, representing Operations & Maintenance and Capital budget investments in excess of \$64 million.

The position plays a key role in providing advice and support to the Department's management in headquarters and five regional offices. The incumbent ensures adequate information is available for decisions regarding financial analysis and budgetary planning. This position maintains accurate and timely information relating to the Department's financial resources.

This position coordinates budgetary processes on direction from the Financial Management Board (FMB) and plays an integral role in the implementation of planning and strategy in order



to achieve the goals and objectives of the Department while following guidelines set out by Government policies and regulations.

This position has supervisory responsibilities for the Senior Financial Analyst and Financial Planning and Budget Analyst positions.

The Manager, Financial Planning exercises full spending, payment and commitment authority, and regularly assumes standing acting responsibilities for the Director, Finance and Administration and Manager, Financial Operations.

RESPONSIBILITIES

1. Ensures the coordination, analysis and consolidation of all financial planning and budgetary exercises to take advantage of all expenditure opportunities, revenue possibilities and to obtain maximum value for money:

- Develops the Department's business plan and corresponding financial briefing material.
- Supports the development of the Department's capital acquisition plan through consultation with the program managers and project managers.
- Develops the Department's main estimates through coordination with the Management Board Secretariat and program managers.
- Develops the briefing material for Standing Committee and the Legislative Assembly for the presentation of the Department's business plans, budgets and supplementary appropriations.
- Ensures that the expenditures are properly cash flowed to allow for effective cash management by the FMB.
- Evaluates inflation, the external environment, collective agreements, government policies etc., for the impact on the Department's programs, advising senior management accordingly, and preparing cost justification scenarios and submissions for supplementary appropriations.

2. Provides ongoing financial management analysis, advice and information to the Director, Finance and Administration and the Senior Management to ensure budgetary control:

- Maintains a system that ensures program managers perform a quarterly analysis and fiscal year end projections of the operations and maintenance and capital budgets.
- Maintains a system that reports monthly analysis and fiscal year end projections of the Department's expenditure and revenue budgets to the Management Board Secretariat.
- Oversee financial research and analysis on individual budget items, divisions, regions or program base funding, expenditures and planned spending.



- Manage the development of the Department's monthly consolidated operations and maintenance, capital and revenue fiscal position, forecasts and variance reporting process; and manage the timely variance reporting to the Financial Management Board.
 - Coordinates the supplementary appropriation requests for the Department, including briefing materials.
 - Provides a repository of financial reports, briefing documents, budget exercise outputs, etc. to prepare analysis and reference for future financial planning.
 - Analyzes overall departmental position on an ongoing basis for the Operations and Maintenance and capital budgets and reports to the Senior Management Committee.
 - Coordinates and manages the process of FMB Submissions from researching, writing and reviewing papers from users through to the Management Board Secretariat, establishes policies and procedures and advises program managers of FMB decisions.
- 3. Develops and implements departmental specific policies, systems and procedures that ensure effective financial planning and budgetary management and allow for efficient day-to-day financial operations:**
- Develops and maintains internal processes and systems for the development of the Department's business plan, main estimates and ongoing management of the Department's budgets including capital projects.
 - Develops and maintains an effective chart of accounts for the Department that ensures a reporting on financial transactions that meet statutory, organizational, management and generally accepted accounting requirements.
 - Continually reviews existing unit financial analysis procedures and identifies areas for future improvement or modification.
 - Performs reviews on departmental financial planning activities to ensure compliance and/or areas for improvement in systems and procedures.
 - Directs the implementation of operation and budgetary systems, directives, and procedures being proposed and developed by the Department of Finance.
 - Develops and implements procedures and internal systems for Tangible Capital Assets.
- 4. Provides appropriate and comprehensive advice and information to the Director, Finance and Administration and efficient financial operations and sound financial policy development:**
- Analyzes and interprets financial legislation, regulations, policies and directives issued by the central agencies of the government and advises on their impact on current and proposed programs and existing management practices.
 - Evaluates and recommends alternative approaches to achieving objectives which are consistent with the spirit and intent of the Financial Administration Act, regulations, policies and directives of the government.



- 5. Manages and maintains control of the Department's Tangible Capital Asset accounts:**
- Ensures capital projects are capitalized when required and all accounting entries are correct and entered properly into GNWT's financial system, SAM (System for Accountability and Management);
 - Prepares and reconciles continuity schedules for tangible capital assets (TCA) and work in progress for year-end reporting and as required;
 - Calculates amortization expense, work in progress, capital asset additions and disposals for the Department and Activity Summaries for the Capital Main Estimates;
 - Ensures inventory is verified annually by regional operational staff and that any required corrections are made in the financial system.
- 6. Manages the human and financial resources of the Financial Planning unit, and provides support and reporting to the Director, Finance and Administration as required:**
- Provide leadership to the Financial Planning unit, and coach and mentor the employees
 - Manage the resources of the unit to meet the goals and objectives of the division and department
 - Manage compliance of the unit with Occupational Health and Safety legislation and regulations
 - Hire staff, set objectives, manage performance, and develop job descriptions
 - Represent the Director, Finance and Administration on interdepartmental committees as requested
 - Develop briefing notes and other management reports as required
 - Act in the absence of the Manager, Financial Operations and in the absence of the Director, Finance and Administration as and when required and be fully informed and current and knowledgeable in the other areas of responsibilities of the division
 - Prepares recurring expenditure reports for Statistics Canada.
 - Prepares annual human resources training expenditure reports.
 - Develop briefing notes and other management reports as required.

WORKING CONDITIONS

Physical Demands

No unusual physical demands.

Environmental Conditions

No unusual environmental conditions.



Sensory Demands

The incumbent may spend long periods of intense concentration reviewing data and information. The incumbent is expected to spend long periods using a computer which can cause eye strain.

Mental Demands

Mental fatigue is common as a result of a heavy workload, frequent need for analytical work, and tight deadlines. Imposed, unexpected and competing demands can frequently cause high levels of stress and mental fatigue. Overtime may be required to meet deadlines.

The Finance and Administration division is a highly political and time-sensitive function within the organization. Peak periods during preparation of the Business Plan, Main Estimates and Capital Estimates development and Legislative Assembly sessions can give rise to many short and competing deadlines.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert, current knowledge of Generally Accepted Accounting Principles in both general and public sector accounting
- Expert knowledge of Public Sector Accounting Standards
- Advanced knowledge of a range of computer applications and mainframe financial systems and advanced knowledge of common office software applications
- Proven ability to identify key issues from complex documents, including legislation and regulations, and communicate, interpret and train on these in plain language
- Proven ability to prepare and analyze complex financial information required to formulate strategic management recommendations
- Proven ability to build long-term relationships and rapport with, as well as influence and persuade internal and external stakeholders
- Experience and ability to manage and resolve conflict between program objectives and financial management objectives
- Excellent analytical, problem solving skills and project management skills
- Excellent communication skills including verbal, written and presentation skills
- Proven management and strategic planning skills
- Strong supervisory and conflict resolution skills
- A high degree of adaptability and initiative
- Proven ability to effectively manage time constraints, deadlines and multiple competing priorities



- Ability to develop and deliver training material, coach and build capacity in others as well as developing relationships within the department and government to facilitate achieving goals and to increase the effectiveness of the organization
- Ability to read and interpret complex directives, standards and legislation and provide sound advice to management, staff or contractors on their meaning or intent.
- Political sensitivity, self-confidence, tact and diplomacy are critical
- Knowledge of the people, culture, government and land administration processes in the NWT is an asset
- 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:

A degree in Business Administration or related field with a major in Accounting or Finance and Chartered Professional Accountant designation, as well as a minimum of five years of progressively more senior financial management experience and three of these years being in a supervisory capacity.

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