



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Budget and Financial Analyst	
Position Number	Community	Division/Region
71-10256	Yellowknife	Finance and Capital Planning/HQ

## PURPOSE OF THE POSITION

The Budget and Financial Analyst is responsible for developing effective methodology and applying necessary tools to perform comprehensive research, accurate analysis, and proper monitoring of complex formula funding contributions provided to Northwest Territories education bodies to deliver education from Junior Kindergarten to Grade 12 (JK-12) and to Aurora College, managing the financial administration of payments, and developing criteria and guidelines to ensure proper accountability of these contribution agreements.

## SCOPE

Education, Culture and Employment (ECE) is the largest employing department responsible for over twenty percent of the Government of the Northwest Territories (GNWT)'s total operating budget. The department is organized into two program branches: Education and Culture, and Labour and Income Security.

Making up the largest part of ECE, the education component has a complex structure composed of Aurora College, thirty-six active education bodies, five regional offices, and a Headquarters component. Funding is provided through the four DECs at the regional level to 26 education authorities in communities within the regions. Education funding in the Tłı̨chǫ settlement area is administered through the Tłı̨chǫ Community Services Agency which is made up of four education authorities. There are two education authorities in Yellowknife. The Commission Scolaire Francophone, Territories du Nord-Quest administers French schools in Yellowknife and Hay River. The communities of Dettah and Ndıłǫ have separate education authorities. Aurora College also receives base funding from ECE. In 2019-2020, operational contribution funding budgeted for JK-12 and Aurora College programs totaled over \$195M of ECE's \$322M budget or close to 60 percent of ECE's O&M budget.



Funding contributions provided for the delivery of education services include general base funding as well as specialized education programs and services funds. Education bodies as defined in the *Education Act* include all District Education Authorities, Divisional Education Councils (DECs), Commission Scolaire Francophone, Territories du Nord-Quest, Tłı̨chǫ Community Services Agency and the four Education Authorities located in Tłı̨chǫ, and two Yellowknife Education Districts in Dettah and Ndilq. As well, funds are provided to the NWT Teachers' Association.

Located at Headquarters in Yellowknife, the Budget and Financial Analyst reports to the Manager, Education Bodies and College Services. As part of the education bodies and college funding unit, within the Financial and Capital Planning Division, this position plays a key role in ECE's day-to-day financial responsibilities within the education component under the Education and Culture Branch. The Budget and Financial Analyst is integral in ensuring that the ECE's obligations under "Financial Matters" Sections 127 to Section 148 inclusive of the *NWT Education Act* and "Funding" Section 5 of the *Aurora College Act*, are met. The effective, efficient, and economical allocation of limited resources allowing for the appropriate, equitable, and fair distribution, along with ensuring compliance between organizations responsible to deliver education in the NWT and ECE is a fundamental part of ECE's mandate.

The Budget and Financial Analyst is expected to work as part of a team within the Finance and Capital Planning Division, and is responsible for ensuring accurate and correct information is provided to the Department of Finance on a timely basis. This includes annual consolidated public accounts in accordance with generally accepted accounting principles and standards within the public sector. The job holder should anticipate high demand periods relating to the annual school contributions calculation cycle.

As an ambassador of ECE, the Budget and Financial Analyst is expected to have regular communication with education bodies, Aurora College, and other recipients of education funding, and is required to provide professional and cooperative conduct while demonstrating expertise in their areas of responsibility.

## **RESPONSIBILITIES**

### **1. Develop annual detailed funding requirements for education contributions for Business Plan, Main Estimates, and other budgeting purposes.**

- Review enrolment data prepared by ECE Records and Systems Support Officer position for JK-12.
- Calculate the effect of forced growth on staffing costs and formula related Operations and Management (O&M).
- Determine the impact of collective bargaining settlements on salaries and related O&M
- Calculate and determine funding and staffing requirements for all education contributions according to the funding formula and criteria.



- Prepare Financial Management Board submissions for changes required to the department's target.
- Assist with the development of the Business Plan and Main Estimates.
- Complete detailed contribution schedules for all education bodies, authorities, councils, Aurora College, and other agencies.
- Reconcile total estimated contributions to targets.
- Identify and analyze major changes to contributions, determine reasons for changes, and document explanations for changes.

**2. Administer education contribution agreements including payment schedules and managing files.**

- Maintain files of education contribution agreements, and ensure agreements are up to date and complete.
- Recommend changes to contribution documents ensuring clarity of terms and conditions.
- Draft letters informing education bodies and Aurora College of adjustments and changes.
- Develop annual cash flows for payment schedule.
- Prepare commitment documents for initial contribution payments and adjustments
- Coordinate payout of funding received through federal funding for Aboriginal and French Language programs and other federal/territorial agreements that exist.
- Update payment schedules and initiate bank deposits including direct deposit.
- Review requests from education bodies and college for clarification, corrections, and changes to funding, and provide advice to supervisor.
- Reconcile contribution schedules to the GNWT financial system.
- Complete variance reports.
- Identify any anticipated problems, issues, or concerns.

**3. Analyze financial and other information provided by education bodies, Aurora College, and other recipients of education funding.**

- Review budgets, interim statements, audited financial statements, and other financial documents.
- Identify potential problems or issues.
- Develop, generate, and follow up on requests for information from education bodies and college on contribution calculations and funding requests.

**4. Conduct research in support of business proposals, FMB submissions and other activities.**

- Compile data through analysis of internal and external sources of information including the internet, stakeholder interviews, subject matter experts, GNWT personnel, and business system historical data.



- Consolidate data into senior management presentations including selection of suitable presentation formats such as charts, diagrams, tables and narrative.
- Perform synthesis of data to establish meaningful metrics, indicators, and identification of trends to inform decision making.
- Consult with the Manager of Education Authorities and College Services with regards to timelines, subject matter, final recommendations and presentation of business proposals and query responses.

**5. Draft briefing notes to support communication of issues and decision recommendations.**

- Prepare draft briefing notes to summarize and communicate pertinent issues impacting education bodies and the Department.

**6. Complete documentation for internal and external stakeholders such as auditors, Statistics Canada, Office of the Comptroller General and Education Body management.**

- Prepare reporting for third parties such as Statistics Canada and Council of Ministers of Education for Canada (CMEC).
- Update instructions for audited financial statements of education bodies and designated auditors.
- Prepare data necessary for completion of education body audited financial statements such as Assets Provided Without Cost and Contribution Agreement confirmations.

**7. Administer Education Body budget and financial accounting practices, policies and guidelines.**

- Regularly review standard accounting practices, policies, and guidelines for public accounting practices and requirements.
- Remain current with financial and accounting sections of the *NWT Education Act* and the *Aurora College Act* as well as relevant regulations, and ensure education authorities and Aurora College continue to be in compliance with the legislation.
- Update reporting requirements to address changes and additions to the federal, territorial, and departmental legislation, policies, and directives.
- Update reporting requirements to address changes in professional Canadian Chartered Accounting guidelines and practices for public sector accounting.
- Develop and maintain finance and administration manuals.
- Review education bodies chart of accounts to ensure compliance with the department's standardized chart of accounts.
- Recommend changes to the standardized chart of accounts and standardized accounting systems.
- Conduct or arrange for standardized accounting and administrative training, and accounting software training when necessary.



- Consult and negotiate with accounting software suppliers on software to accommodate education bodies' requests, and GNWT policies and directives.
- Monitor reporting information provided by education contribution recipients to ensure compliance with contribution agreements, policies, and manuals.
- Prepare required reports as part of year-end procedures to submit to Department of Finance for Public Accounts.

## **8. Other Duties as Assigned**

- Perform other special projects and assignments as required.

### **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 Public Sector Accounting Board (PSAB) standards.
- Knowledge and understanding of Generally Accepted Accounting Principles, accounting procedures and reporting.
- Analytical skills.
- Ability to learn, understand and apply knowledge of government funding, procedures, policies, and legislation.
- Attention to detail skills and the ability to bring together different elements in order to achieve results or accomplish tasks.
- Skills using computer software applications particularly excel spreadsheets, databases and computerized accounting systems.
- Ability to design and implement business strategies, processes, plans and procedures.
- Ability to accurately summarize data into a useable and understandable form for presentation and decision making.
- Ability to plan, prioritize and adapt team work processes based on existing priorities.



- Ability to recognize problems, take corrective / preventive action and keep people informed of plans, progress and decisions.
- Written and verbal communication skills; and the ability to establish and maintain effective relationships with internal and external clients; approachable, and client focused.
- 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 Bachelor's Degree in Business, Commerce, or other financial degree with an accounting concentration from a Canadian institution, and three (3) years of experience in financial reporting and analysis.

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