



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Manager of Financial Planning	
Position Number	Community	Division/Region
71-411	Yellowknife	Finance and Capital Planning/Headquarters

PURPOSE OF THE POSITION

The Manager of Financial Planning (Manager) is responsible for the successful management of the Department's budgetary planning and monitoring process in accordance with the Financial Administration Act (Act), Canadian generally accepted accounting principles (GAAP), and Government regulations, policies and procedures, to ensure the effective, efficient and economical use of public funds in delivering on the Department's mandate.

SCOPE

Education, Culture and Employment (ECE) is responsible to provide residents of the Northwest Territories (NWT) with access to quality programs, services and supports to assist residents in making informed and productive choices for themselves and their families in regard to education, training, careers, employment and labour, child development, languages, culture and heritage.

ECE is the largest employing department and is responsible for about one quarter of the Government of the Northwest Territories' (GNWT) total budget. The department is organized into five activities: Corporate Management, Early Childhood and School Services, Culture, Heritage and Languages, Income Security, and Labour Development and Standards. The department has a complex administrative structure composed of a college system, ten Education Authorities, five regional offices and a headquarters component.

Located in Yellowknife, the Manager of Financial Planning reports to the Director, Finance and Capital Planning (FCP), and is part of a team of financial and administrative specialists that provides financial, accounting and program support to various divisions. This position is critical to ensuring the appropriate allocation of resources throughout the department for the

successful delivery of programs, services and support. The incumbent for this position provides direct supervision to two senior accountants with professional expertise in Financial and Management Accounting.

The duties of this position are carried out in accordance with the Act, Financial Administration Manual (FAM), Central Agency guidance; departmental policies, directives and procedures, and the Canadian GAAP.

Department Dimensions (2018-2019)

Staff:	256 (1,533 including agencies)
Financial Systems:	SAM, CMAS, Loan Manager, Business Intelligence
OandM Budget:	\$328 million
Grants and Contributions:	\$233 million
Capital Assets Book Value:	\$305 million
Capital Plan:	\$12 million
Third Party Funding:	\$4.8 million
Revolving Fund:	\$45 million

RESPONSIBILITIES

1. Manages all aspects of the Department's budgetary development and monitoring exercises; including Business Plans, Main Estimates, Monthly Variance Reports, Supplementary Estimates and Budget Loads.

- Act as the departmental liaison with the Department of Finance's Management Board Secretariat (MBS) in the preparation of the Main Estimates, Capital Estimates, Business Plan and Budget Allocation processes;
- Supervise the preparation of the financial component of the departmental Business Plan (both Infrastructure Investments and Operations);
- Lead the preparation of core budget cycle documents such as the Business Plan, Main Estimates, Budget and Variance binders;
- Establish schedule for variance reporting back to central agency;
- Assess the regional and program allocation of resources to determine if it is fair, consistent, equitable and adequately substantiated;
- Conduct financial research and analysis on individual budget items, divisions or programs when necessary;
- Instruct and oversee historical and long term trend analysis and forecasts in order to anticipate and support funding requirements, restraint or reallocations within the existing budget;
- Review existing program resources and statistics to recommend changes (both reductions and increases);
- Develop statistical protocols and tools to project and plan for resource requirements;
- Monitor departments budgets and financial positions;
- Review the consolidated variances for Revenue, O&M and Capital; and
- Provide recommendations on budget adjustments as required.

2. Manages the preparation, submission and retention of all budgetary submissions and documents.

- Supervise and coordinate the preparation of all budgetary submissions, including information items, decision items, and financial requests to the Financial Management Board (F M B);
- Review and verify the financial analysis required with regards to changing, eliminating or expanding programs and services being considered by the department;
- Assess and compare statistics and other information to demonstrate value and justification for program changes;
- Coordinate financial information exchange between internal and external clients on a timely basis for the purposes of producing a sound business case;
- Prepare decision papers, information reports, analysis, and recommendation reports for the Director, Finance and Capital Planning (Director FCP), the Assistant Deputy Minister of Corporate Services, and the Deputy Minister, identifying financial impact(s) and providing alternatives and options for dealing resource allocation and requests, including new initiatives, program enhancements and legislation changes;
- Create, update and communicate various submission templates to program areas as the need arises; and
- Act as the first point of contact with the Senior Financial Management Board Analyst (FMB Analyst) throughout the FMB submission process.

3. Coordinate relevant information and processes with the other sectional managers (ie, Manager of Financial Operations, Manager of Education Authorities and College Funding Services and Manager of Capital Planning) to facilitate and support key reporting requirements.

- Ensure that information with respect to budgets, reports, and timelines required by the other sections of FCP are provided;
- Ensure timely communication, and accurate development and deployment of the departmental Chart of Accounts (COA) across financial systems and to ensure that the Department is able to meet all of its reporting requirements;
- Participate in the coordination of training for program staff with the FCP team; and
- Contribute to other overlapping processes to ensure a clear and unambiguous line of communication from within the division.

4. Provide leadership to the Financial Planning section and other responsibilities

- Supervise section staff on human resources related matters;
- Review the work of staff and provide direction and advice as required;
- Participate in the recruitment process of financial planning staff;
- Provide budget monitoring support for the FCP division;
- Develop briefing material required by the Director of FCP;
- Occasionally act for the Director of FCP in his/her absence; and
- Coordinate other internal and external adhoc reporting as needed.
- Other duties as assigned by Director of FCP.

WORKING CONDITIONS

Physical Demands

No unusual physical demands

Environmental Conditions

No unusual environmental demands

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

The Finance and Capital Planning 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

- Demonstrated knowledge of the GNWT Budget Development Process is required;
- Advanced knowledge and experience in working with large first-tier Enterprise Resource Planning systems with a strong understanding of key budgeting modules;
- Knowledge of the Canadian GAAP, including proficiency in both general and public sector accounting;
- The ability to interpret and apply policies, legislation and regulations;
- Proven skills in financial research, management, analysis and reporting;
- A high degree of adaptability, flexibility, initiative and advanced problem solving skills;
- Expert proficiency in using computer software applications (particularly complex financial systems, spreadsheet, databases, visualization software and statistical applications);
- The ability to work with multiple competing deadlines and to adapt accordingly with tight and changing deadlines;
- Superior communication and presentation skills (oral and written);
- The ability to build long-term relationships and rapport with internal and external stakeholders;

- Supervisory and demonstrated leadership skills are required; And
- Knowledge of the people, culture, government and social services in the NWT and its political and economic environment is an asset.

Typically, the above qualifications would be attained by:

A Canadian Degree in Commerce with a major in Accounting or Finance together with a Canadian professional accounting designation (CGA, CMA, CA, or CPA) and a minimum five years of progressive, current (experience from within the last 10 years) and directly 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