



#### **IDENTIFICATION**

Department		Position Title	
Justice		Financial Planning & Budget Analyst	
Position Number		Community	Division/Region
82-10289		Yellowknife	Corporate Services/HQ

#### **PURPOSE OF THE POSITION**

Reporting to the Assistant Director, Corporate Services, this position is responsible and accountable for the financial planning and budgetary co-ordination of the Department. In accordance with GNWT acts and policies, Financial Management Board direction, and senior management direction, the position ensures systems and processes are in place to facilitate and co-ordinate the budget planning, development, management and analysis of the departments program budgets. This position responds directly to the reporting, analysis and information needs of the Corrections Service and the Department of Justice.

#### **SCOPE**

The Department of Justice is responsible for the administration of justice in the NWT, including policing and corrections. This mandate is carried out in a manner which respects community and Indigenous values and encourages communities to assume increasing responsibilities.

Located in Yellowknife, the position reports to the Assistant Director, Corporate Services and is responsible for the provision of financial planning advice and support to the department's senior management for the entire Department of Justice inclusive of regional facilities. The incumbent helps ensure adequate information is available for proper resource allocation decisions in regards to the department's annual Operations & Maintenance, Amortization, and Capital budgets. This position will assist in the preparation and consolidation of the budgetary exercises for the Department (Business Plan and Main Estimates).

The position works within a legislative and policy framework and carries out its responsibilities in accordance with the *Financial administration Act, Financial Administration Manual, Government Contract Regulations* and the *Human Resources Manual*.

## **RESPONSIBILITIES**

### **1. Assists in the preparation, analysis and consolidation of the Department of Justices' budgetary development exercises:**

- Under the direction of the Assistant Director, Corporate Services, assists in preparing the financial details for the Department's Business Plan and Main Estimates through coordination with the Financial Management Board Secretariat and program Managers & Directors;
- Assists in the coordination of the Department's annual budget spread/ cash flow exercise through consultation with Directors and Managers and utilization of historical expenditure trends;
- Assists with the development and maintenance of departmental internal processes and systems for the development of the departmental Business Plan, Main Estimates and the ongoing management of the departmental budgets;
- Assists in the development and maintenance of an effective chart of accounts for the department.

### **2. Assists in providing ongoing financial management analysis and advice to the Director Corporate Services, Assistant Director Corporate Services and Senior Management to ensure budgetary controls and management are in place:**

- Maintaining a system that ensures program Directors and Managers perform monthly analysis and fiscal year end projections of the operations and maintenance budgets.
- Coordinating the preparation of the monthly revenue and expenditure management reports for submission to the Financial Management Board;
- Reconciling the main estimates and supplementary appropriations with the ERP system;
- Working with program Directors and Managers in the Department to address information gaps, inaccuracies and recommending corrective action to the Assistant Director, Corporate Services;
- Preparing reports to advise program areas of the status of proposed and approved budget adjustments arising from the variance and outlook processes;
- Analyzing the overall departmental position on an ongoing basis and report to senior management;
- Coordinating and preparing monthly operations and maintenance /capital budget adjustments, quarterly capital budget adjustments, monthly inter-activity transfers over 250k for presentation to the FMB.

### **3. Assist in the management and control the Department's financial submissions.**

- Assists with the coordination and management of FMB submissions and decision papers, from users through to the FMB, establishing budgets, and advising program managers of FMB decisions;
- Reviewing FMB submissions to ensure that the department's activities are adequately resourced;

- Preparing FMB submissions when circumstances dictate
- 4. Coordinates the reconciliation and reporting of work performed on behalf of others (Fund 3) agreements.**
  - Assess new agreements for their classification and treatment as per the Financial Administration Manual (FAM);
  - Prepare recommendation to the Assistant Director, Corporate Services and Director, Corporate Services of accounting treatment;
  - Audit and reconcile agreements and expenses for reasonability and appropriateness;
  - Review transactions related to agreements on a monthly basis, processing adjusting journals as required;
  - Assist in the preparation year end work performed on behalf of others reporting.
- 5. Management and maintenance of the department's employee benefit accrued liability accounts (resignation, lieu time, annual leave etc):**
  - Assists in the reconciliation of the seven liability accounts as required (annual leave, lieu time, cafeteria, furlough, resignation, retirement and ultimate removal);
  - Assists in forecasting yearend benefit accrual balances for variance reporting purposes;
  - Assists in tracking of all staff transfers to and from the department, ensuring that all liability balances are fully captured to coincide with transfer date;
  - Assists in identifying and adjusting (where possible) benefit liability amounts to offset current year employee resignation and layoff costs expended in current year appropriations;
  - Assists in following up with Departments, Boards and Agencies to ensure employee benefits get transferred in a timely manner.
- 6. Creates, develops, manages and reconciles Departmental budgetary databases.**
  - Ensures the integrity of budget information within SAM;
  - Ensures that expenditures are properly cash-flowed to allow for effective cash management;
  - Manages a system of forecasting salary and benefit budget shortfalls for inclusion into variance reporting exercises as well as the Main Estimates process;
  - Develops and maintains an effective chart of accounts that ensures that reporting on financial transactions meets statutory, organizational, managerial and generally accepted accounting requirements;
  - Reviews Departmental classification tables to ensure accuracy.
- 7. Assists in the preparation of yearend financial reporting information:**
  - Assists with the coordination of yearend closing and completion of various financial schedules;
  - Assists in the confirmation of all financial information required by FMBS in preparing public accounts;
  - Assists in the preparation of all yearend information required by Finance;
  - Participates in compliance reviews or other special projects and analysis as required;
  - Participates in the preparation of financial and statistical data as required.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of International Financial Reporting Standards (IFRS) and Canadian Public Sector Accounting Standards.
- Strong analytical and problem solving skills.
- Excellent attention to detail.
- This position requires independent Judgment and discretion enabling the incumbent to work independently under general direction.
- Proven knowledge of accounting principles and bookkeeping procedures in order to interpret legislation and procedures; and produce, and process financial documents.
- Knowledge of the accounts payable and receivables functions, reconciliation procedures and internal controls.
- Proven financial practices including budget reporting.
- Proven leadership, problem solving and team building skills.
- Ability to coordinate projects and motivate people/teams to develop their full potential.
- Ability to think strategically to plan and Implement actions that achieve future goals.
- Ability to manage a diverse set of responsibilities and coordinate multiple activities.
- Strong Interpersonal skills with the ability to effectively communicate orally (negotiate, mediate and arbitrate issues) and in writing.
- Ability to work in a diverse environment.
- Proven understanding of legislation, acts, financial policies, procedures and financial operations.
- Proficient computer skills to operate a wide variety of software(spreadsheets, word processing, databases, project management, accounting software, ERP software and Email)
- Ability to work with a wide range of government, community and special interest agencies/groups.

**Typically, the above qualifications would be attained by:**

Completion of a degree in Commerce, Major in Accounting in Canada, and completion of a recognized Canadian professional accounting designation (CGA, CA, CMA, CPA) as well as 3 years directly related experience. Other combinations of education and experience may 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