



IDENTIFICATION

Department	Position Title	
Justice	Senior Financial Analyst	
Position Number	Community	Division/Region
82-13935	Yellowknife	Corporate Services

PURPOSE OF THE POSITION

The Senior Financial Analyst is responsible for providing technical, financial management support and analysis for the Department of Justice and the \$42 million dollar policing services agreements to ensure the financial resources of the department are utilized in the most efficient and effective manner. This position is also responsible for maintaining and reporting on tangible capital assets and monitoring compliance with governing authorities.

SCOPE

The Senior Financial Analyst is located in Yellowknife and reports to the Assistant Director, Corporate Services. The position is accountable for the detailed financial analysis of the \$42 million dollar TPSA, First Nations Policing agreement and the Biology Casework agreement which collectively make up 35% of the department's operating budget. The position is also accountable for verifying the department's financial position to facilitate sound decision making.

This position works within a legislative and policy framework and carries out its responsibilities in accordance with 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)*.

The position has \$250,000 expenditure authority.

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 Assistant Director, Corporate Services and Director, Corporate Services.
- Analyzes variance and forecast reports and conducts follow-up with program Managers and Senior Management.
- Analyzes chargeback agreements and makes accounting recommendations.
- 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.

2. Prepares detailed technical financial analysis of the Territorial Police Services Agreement (TPSA), First Nations Policing and Biology Casework Agreement's performance.

- Monitors TPSA, First Nations Policing and Biology Casework agreements expenditures and ensures value for money.
- Monitor reporting requirements as outlined in the TPSA to ensure compliance.
- Develop options and prepare reports and recommendations for Senior Management.
- Review monthly TPSA and First Nations Policing projections, budget allocations and control of expenditures throughout the year.
- Select expenditures for review based on trend analysis and other changes in policing and working directly with the Assistant Director and RCMP G Division financial staff to provide sound and plausible justifications for the expense or changes.
- Oversee and provide detailed and complex financial information and independent verification/audit of financial information provided by the RCMP including, but not limited to, additional budget requirements (i.e. Compensation and benefit changes.)
- Provide technical financial advice/guidance in discussions and decisions regarding police contract administration issues, costing.
- Maintain a working knowledge of Federal and Provincial government financial administration policies/guidelines, private sector and government accounting, benchmarking and financial best practices.
- Ensure detailed tracking and reporting of TPSA base budget and position information.
- Assist with the preparation of briefing notes, options papers, reviewing business cases and police budget requests.

3. Applies technical expertise in the preparation and reconciliation of the Tangible Capital Asset (TCA) financial information and manages the financial accounting of the department's TCA process:

- Ensures the integrity of accounting and asset tracking information in the financial system.
- Stays abreast of PSAB and CPA Canada criteria and directives as they related to TCA's;
- Provides financial interpretations and advice to the department on TCA treatment and methodology;
- Provides TCA training to departmental staff as required;
- Monitors the amortization and work-in-progress control account and making appropriate entries and adjustments to the TCA account;
- Reviews the adjusted net book value of each departmental asset;
- Ensures assets are put in service and removed from service in a timely manner;
- Ensures assets are properly amortized and periodic and accumulated amortization costs and entries are recorded accurately;
- Develops TCA and Amortization Schedules for the Public Accounts and Main Estimates;
- Assists in the preparation of FMB Submissions that have TCA accounting implications.

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.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Mental fatigue is extremely common as a result of a heavy workload; frequent need for intense analytical work and project management that is impacted by tight deadlines and imposed unexpected and competing demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in International Financial Reporting Standards (IFRS) and Canadian Public Sector Accounting standards.
- Strong analytical and problem-solving skills
- Ability to analyze and evaluate complex issues and develop suitable approaches and options for effective operations;
- Good verbal and written communication skills
- Ability to develop relationships within the Department and government to facilitate achieving goals and increase the effectiveness of the organization.
- Effective management skills, the ability to work without direct supervision;
- Effective human relations skills;
- Computer skills to operate a variety of software (spreadsheets, word processing, databases, project management, accounting software, email.)

Typically, the above qualifications would be attained by:

This position is a senior position within the division heavily involved in budgetary planning. The incumbent must be able to critically analyze material and provide advice to management.

These skills are normally acquired through the completion of a CPA designation or a degree in the financial or business field, and at least five years 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: To choose a language, click here.

☐ Required

☐ Preferred