



IDENTIFICATION

Department	Position Title	
Justice	Finance and Operations Analyst	
Position Number	Community	Division/Region
82-6451	Yellowknife	Legal Aid Commission

PURPOSE OF THE POSITION

The Finance and Operations Analyst is responsible for reviewing, verifying, analyzing, and recommending approval of all financial transactions associated with the Legal Aid Commission, including invoices rendered by contract lawyers to ensure compliance with the *Financial Administration Act* and the *Legal Aid Act* and *Legal Aid Regulations*. Additionally, the Finance and Operations Analyst is responsible for preparing and submitting cyclical reporting, including month end, and year end financial reporting.

SCOPE

The Finance and Operations Analyst is located in Yellowknife and reports to the Executive Director of the Legal Aid Commission.

The Legal Aid Commission is an independent agency of the Department of Justice. It has an operational budget of \$7,130,000 and a staffing group of approximately 35, including Staff Lawyers, Administrators in criminal and family law, Court Workers and the Court Worker Supervisor, Legal Assistants and a Finance and Operations Analyst. The Commission receives over 1200 applications for legal aid each year and provides over 4,000 instances of legal assistance under the presumed eligibility program. The Commission maintains two panels of private bar lawyers who provide Territorial Court circuit services and legal aid services to eligible and approved clients on a contract basis.

The Analyst ensures the timely processing of all vouchers and ensures that transactions are being processed in a timely manner. It requires a thorough understanding of the GNWT's SAM system. The position has the authority for approval of financial transactions up to \$25,000 and

is responsible for the Commission's compliance with the Tariff of Fees set out in the *Legal Aid Act* and *Legal Aid Regulations*.

RESPONSIBILITIES

- 1. Prepares monthly variance reports, provides advice to the Executive Director on forecasting, business plan development.**
 - Staying abreast of emerging workload issues, including serious cases and assignments to panel lawyers.
 - Reviewing the operational requirements of all Legal Aid offices to ensure accuracy of financial forecasting.
 - Overseeing the collection of statistical information in the area of Presumed Eligibility through the Legal Aid Information Network (LAIN) and reporting to the Executive Director annually.
 - Managing and submitting court ordered counsel billing requests (fund 03) to Department of Justice Corporate Services.
 - Ensuring court ordered counsel fund 03 is reconciled and balanced.
- 2. Approves the processing of financial documents ensuring accuracy and adherence to federal and territorial government legislation, regulations, and policies.**
 - Ensuring all financial transactions are processed in accordance with Federal and Territorial legislation, regulations, policies and directives issued by the Financial Management Board, the Department of Finance and Justice Canada.
 - Responsible for the appropriate coding and tracking of financial transactions and preparing journal entries when required.
 - Prepares, processes, and posts financial transactions in the GNWT SAM system and produces financial documents for expenditure and accounting authority approval.
 - Reviews and verifies financial transactions in the GNWT SAM system.
- 3. Recommends approval of the processing of contract lawyer invoices submitted under the tariff of the *Legal Aid Regulations*.**
 - Reviewing and reconciling invoices to client files, including analysis of Tariff compliance.
 - Overseeing contract lawyer compliance with Commission policies, including the timely rendering of invoices.
 - Managing entry into SAM of all invoices, responding to inquiries, monitoring payment progress.
- 4. Oversees compliance with GNWT policies for travel including travel authorizations, expense reports and VISA reconciliations by Commission staff.**
 - Monitoring Territorial Court circuit schedule and ensuring travel processes, including Court charter invoicing are current.
 - Monitoring VISA reconciliation and providing support and training on an ongoing basis to Commission staff.

5. Provides support to the members of the Legal Aid Commission.

- Arranges travel, accommodation, and catering for Legal Aid Commission meetings.
- Arranges the payment of honoraria for Commission meetings.

6. Assists with administrative support to the Commission

- Ensures that electronic disclosure processes are followed.
- Provides telephone reception and mail processing.
- Ensures records management policies are followed.

7. Provides reporting and project support to the Commission

- Completes special projects and analysis as assigned to support program decisions.
- Cross trained in critical operational activities performed to ensure minimal disruption to services.

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.
- Knowledge of financial planning and budgetary development concepts.
- Knowledge in all aspects of financial operation.
- Ability to interpret the *Financial Administration act* and the Financial Administration Manual.
- Knowledge of Access Excel, Word, PeopleSoft, ERP, and automated financial system programs.
- Knowledge of Key program area and divisions practices as they relate to operations, financial processing, allowable data requests, privacy and access to information.
- Knowledge and ability to apply relevant government, department, and division legislation, policies and procedures.
- Ability to analyze large amounts of data which includes financial and program data from numerous sources to identify anomalies and irregularities.
- Ability to investigate and research items of an unusual or problematic nature.

- Data Management techniques, including calculations and computations to produce useful information to stakeholders.
- Oral and written communication skills to effectively and professionally communicate with all levels of management, staff, and the public.
- Reconcile customer & vendor accounts.
- Ability to gather, evaluate and compile data, including financial and statistical, from various sources and accurately summarize into an effective product for presentation.
- Time management skills.
- Organized and able to work within deadlines.
- Ability to work effectively in a team environment where critical and tight timelines dictate co-operation and coordination and sharing of tasks among all members of the team.
- Must be able to maintain a high degree of confidentiality.
- Ability to establish and maintain effective relationships with stakeholders.
- Ability to work independently in an organized and efficient manner without supervision.
- Ability to interpret legislation and regulations, directives, departmental policies, and procedures and various operations manuals relevant to Legal Aid Commission operations.

Typically, the above qualifications would be attained by:

A university degree and two years of directly related full cycle financial transaction processing, or a college diploma in business administration with 4 years of directly related full cycle financial transaction processing.

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