



## IDENTIFICATION

Department	Position Title	
NWT Housing Corporation	Manager of Financial Planning	
Position Number	Community	Division/Region
93-12846	Yellowknife	Financial Planning/HQ

## PURPOSE OF THE POSITION

The Manager of Financial Planning provides leadership, management, and oversight in the provision of the financial planning, monitoring and analysis services for the NWT Housing Corporation (NWTHC) in accordance with the NWTHC Act, Government of Northwest Territories (GNWT) acts, regulations and policies, corporate procedures and Generally Accepted Accounting Principles (GAAP).

## SCOPE

The NWTHC is a Crown Corporation with direct accountability to the Office of the Auditor General (OAG) for the overall financial affairs and year-end reporting. The NWTHC's operating environment is complex and dynamic encompassing a wide range of diverse programs and services delivered via headquarters, 5 district offices and 24 local housing organizations located across the territory. The duties of this position influence all NWTHC divisions and districts, Local Housing Organizations (LHO), contracts and individual Corporation clients.

Located in Yellowknife, the Manager of Financial Planning reports to the Vice President of Finance and Infrastructure Services and is responsible for leading the development of the Corporation's operations and capital budgets, totaling over \$150 million. This position is critical to ensuring the appropriate allocation of resources for the successful delivery of programs, services and support. The incumbent for this position provides direct supervision of a Financial Planning and Budget Analyst and casual staff.

The duties of this position are carried out in accordance with the NWTHC Act, Government of Northwest Territories (GNWT) acts, regulations and policies, corporate procedures and Generally Accepted Accounting Principles (GAAP).

In addition to the \$150 million annual budget, the NWTHC continues to work closely with the federal government and other funding partners (e.g. Indigenous Governments) to leverage additional resources for priority housing investments. These multi-year funding partnerships have ranged up to \$75 million.

Corporation Dimensions (2018/19):

Staff	111 positions
O&M Budget	\$130 million*
Capital Assets Book Value	\$289 million
Capital Plan	\$26 million*
Revenues	\$108 million

\* Plus leveraged funding through partnerships of over \$75 million.

## **RESPONSIBILITIES**

**1. Manages all aspects of the NWTHC's budgetary development and monitoring exercises including Capital Plans, Corporate Plans, Main Estimates and Quarterly Variance and Forecast Reports, Supplementary Estimates and Budget Loads.**

- Act as the Corporation's liaison with the Department of Finance's Management Board Secretariat (MBS) in the preparation of the Main Estimates, Capital Estimates, Corporate Plan and Budget Allocation processes;
- Supervise the preparation of the financial components of the NWTHC's Corporate Plan (both Infrastructure and Operations).
- Lead the preparation of core budget cycle documents including: the Corporate Plan, Capital Plan, Main Estimates and Budget Variance Analyses.
- 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 the consolidated budget variances for Revenue, O&M and Capital;
- Review existing program resources and statistics to recommend changes (both involving restraint measures and new investment);
- Develop statistical protocols and tools to project and plan for resource requirements;
- Complete on-going assessments of existing funding formulas and methodologies; and
- Review NWTHC budget policies, standards and procedures for continuous improvement.

**2. Manage the NWTHC's Capital planning activities**

- Work in conjunction with the NWTHC's Infrastructure Services Division, and all HQ Division and District program managers, to develop both annual and longer-term capital investment plans for the NWTHC;
- Manage the NWTHC's on-going capital needs assessments;
- Manage the annual identification of major capital carry-over and deferred project for President and Ministerial approval; and
- Prepare reports analyzing the infrastructure requirements and financial impact of new and/or changing programs and legislation.

**3. Manages the preparation, submission and retention of budgetary submissions and documents**

- Supervise and coordinate the preparation of budgetary submissions, including information items, decision items and financial requests to the Financial Management Board (FMB);
- Review and verify the financial analysis required with regards to changing, eliminating or expanding programs and services being considered by the NWTHC;
- 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 corporate plan;
- Prepare decision papers, information reports, analysis and recommendation reports for senior management identifying financial impacts and providing alternatives and options to address resource allocation and requests, including new initiatives, program enhancements and legislation changes; and
- Act as the first point of contact with the Department of Finance's Senior Financial Management Board Analyst throughout the FMB submission process.

**4. Manage the NWTHC's financial assessment of proposed budget changes and third party funding proposals**

- Manage the activities of the NWTHC's Budget Review Committee, a senior management committee tasked with reviewing major and minor capital and O&M budget change requests, and recommend corrective actions where needed;
- Ensure the timely completion of in-depth technical financial analyses of funding proposals received from a wide range of third parties (e.g. Indigenous Governments, Industry, NGOs and Municipalities) seeking to partner in the delivery of housing projects and programs under various federal funding programs;
- Manage the preparation of financial reports and briefing documents for NWTHC's Senior Management Co-Investment Oversight Committee to inform decisions on Co-investment applications;
- Coordinate the delivery of on-going budgetary training for NWTHC managers; and
- Review and recommend changes to management reports to ensure that information provided by the system is relevant and useful for efficient and effective delivery of NWTHC programs.

**5. Provide leadership to the Financial Planning Section and other responsibilities**

- Represent NWTHC on the GNWT's Inter-departmental Capital Working Group
- 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; and
- Develop briefing materials and other supporting financial analyses required by the Vice President, Finance & Infrastructure Services

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

This position encounters deadlines and shifting priorities. The incumbent will occasionally be required to travel to other communities within the NWT.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Expert knowledge of financial planning and budgetary development concepts.
- Expert knowledge of Annual Budget and Financial Planning Cycles.
- Expert knowledge of Generally Accepted Accounting Principles.
- Knowledge of organizational structures and management relationships.
- A high degree of proficiency in using computer software applications (particularly spreadsheet, database and statistical applications).
- Superior communication and presentation skills (oral and written).
- A high degree of adaptability and initiative is essential.
- Ability to critically analyze material and provide advice to management.
- Management and planning skills.
- Knowledge of the people, culture, government and health and social services in the NWT and its political and business environment is an asset.

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

Completion of Degree in Commerce, Major in Accounting in Canada, and completion of a recognized Canadian professional accounting designation (such as CA, CGA, CMA, CPA), as well 5 years of current and directly related management 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