



## IDENTIFICATION

Department	Position Title	
Northwest Territories Housing Corporation	Intern, Financial Planning Analyst	
Position Number	Community	Division/Region
93-15791	Yellowknife	Financial Planning/HQ

## PURPOSE OF THE POSITION

Under the supervision of the Manager, Financial Planning, this Analyst position works closely with a wide range of organizations (e.g. Indigenous Governments, industry, NGOs and Municipalities) in assisting with the development of financial business cases required to support funding applications under the federal government's Co-Investment Fund Program.

The National Housing Co-Investment Fund provides low-cost loans and/or capital contributions to create new or repair existing affordable housing that covers a broad range of housing needs.

Also, in accordance with the *NWTHC Act* and GNWT acts and policies, Financial Management Board (FMB) direction and senior management instructions, this position assists the Manager of Financial Planning in ensuring that the Corporation's budgetary records are complete and accurate and also assists with the timely development of the NWTHC's fiscal planning documents (e.g. variance reports, capital estimates, main estimates, corporate plan).

## 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. This position is located in the Finance Planning section of the NWT Housing Corporation's headquarters in Yellowknife and is under the supervision of the Manager, Financial Planning.

This position carries out its responsibilities in accordance with the GNWT Acts and Regulations and in particular the *Financial Administration Act*, the Financial Administration Manual, the *Northwest Territories Housing Act*, the *Societies Act* under which housing associations are incorporated, the *Residential Tenancies Act* under which Rental Officer orders are granted, the *Creditors Relief Act*, the Rules of the Supreme Court of the Northwest Territories and NWT HC policies, procedures and agreements. The incumbent must also have an introductory understanding of the CPA Canada Accounting Handbook.

This position works closely with various external organizations (e.g. Indigenous Governments, industry, NGOs and Municipalities) in assisting with the development of financial business cases required to access funding under the Co-Investment Fund and potentially other federal funding programs.

The position also assists in coordinating detailed budgeting work and the provision of monthly cash flows on the Corporation's \$150 million plus capital and operations budget. The accurate identification of budgets and variance analyses supported by this position provides timely information for the Corporation's budget planning, cash management and internal financial control functions.

#### Corporation Dimensions (2019/20):

Staff	104 positions
O&M Budget	\$104 million
Capital Assets Book Value	\$289 million
Capital Plan	\$20 million*
Revenues	\$100 million

\* Plus leveraged project funding through partnerships of up to \$75 million.

### **RESPONSIBILITIES**

#### **1. Assist with the financial analyses and business case development for applications under the Federal Government's Co-investment Fund Program**

- Undertake 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 with the NWT HC in the delivery of housing projects and programs under the Federal Government's Co-Investment Program.
- Prepare financial reports and briefing documents for management on Co-investment applications.
- Undertake supporting financial analyses for other federal program applications as required.

#### **2. Assist with budgetary development exercises including Capital Plans, Corporate Plans, Main Estimates, Quarterly Variance and Forecast Reports.**

- Draft and/or review financial data sections of financial budgetary related documents including Financial Management Board (FMB) submissions, Corporate Planning

requests, new initiatives, forced growth and supplementary funding for accuracy, completeness and reasonableness.

- Deliver expert financial analysis required for the development of the Main Estimates
- Co-ordinate NWT HC's capital acquisition plans, financial and narrative.
- Develop and maintain other internal process systems to support the business plan, main estimates and ongoing budget management processes.
- Undertake financial analyses for capital needs assessments
- Assist in the development of budget standards and procedures
- Makes recommendations to improve budget process, target reallocations and target setting process
- Coordinate the compilation of major capital carry-over and deferred projects.
- Design and manage utility information collection processes in order to obtain accurate timely utility information, to support effective budget planning.
- Maintain regular up to date budget worksheets and budget reconciliations to the SAM system

**3. Assist with the analysis of budgetary controls and fiscal management.**

- Maintain information system of forecasting salary and benefit budget shortfalls and surpluses for inclusion into the departmental variance reporting exercises as well as the main estimate process.
- Prepare monthly expenditure and revenues management reports for Senior Management.
- Ensure the main estimates and subsequent budget adjustments approved throughout the year are reconciled to the financial system.
- Advise program managers of the status of proposed and approved budget adjustments arising from the variance and outlook processes.
- Maintain and prepare operations and maintenance/capital budget adjustments.
- Develop and/or review financial analyses for FMB submissions
- Prepare FMB briefing materials as required

**4. Assist in maintaining the Corporation's Vote budgets**

- Monitor budget systems, ensuring the integrity of budget information
- Prepare cash flows and ensure that the cash flows are appropriate to allow for effective cash management and variance reporting.
- Recommend corrective actions as required.

**5. Assist in reviewing and monitoring the Capital and O&M budgets of the NWT HC and Local Housing Organizations (LHO) in order to identify variances and recommend corrective action to management**

- Prepare quarterly and year-end reconciliations of all Capital and O&M recovery accounts.
- Coordinate the preparation of corporate wide quarterly O&M variance reports for approval by SMC.
- Provide expert training to program personnel in the use of budget management tools

- Identify areas for continuous improvement
- Provide training to staff
- Prepare and update financial management procedures
- Provide expert financial advice and assistance to districts/divisions in the areas of financial guidelines and procedures and participate in finance workshops
- Provide expert financial advice and assistance to LHOs on an as needed basis
- Develop monitoring systems to monitor divisions, districts and LHOs financial status

#### **6. Provide administrative support**

- Financial systems data entry, filing, electronic filing, photocopying and other general administrative support services
- Provide information and analysis on financial research and special projects
- Other related duties as assigned

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

There may be the requirement to travel on occasion. No unusual demands.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of accounting practices and financial planning and budgetary development concepts.
- Knowledge of annual budget and financial planning cycles.
- Knowledge of accounting theory and generally accepted accounting principles.
- Knowledge of organizational structures and management relationships.
- Strong computer skills including in-depth knowledge of Excel, Word, Power Point and basic knowledge of various accounting packages.
- Excellent verbal communication and interpersonal skills, and strong written communication skills
- Ability to work independently in an organized and effective manner through time management skills; and
- Ability to write complex concepts in plan, brief language.

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

The knowledge, skills and abilities noted above are typically acquired by the completion of a commerce/business degree with a concentration in accounting. Enrollment in the CPA Professional Education Program or CPA Canada Advanced Certificate in Accounting and Finance.

**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