



IDENTIFICATION

Department	Position Title	
Housing NWT	Financial Planning and Budget Analyst	
Position Number	Community	Division/Region
93-7261	Yellowknife	Financial Planning HQ

PURPOSE OF THE POSITION

This position has a lead role in the budgetary co-ordination for the Housing Northwest Territories (Housing NWT). In accordance with the Housing NWT Act and GNWT acts and policies, Financial Management Board (FMB) direction and senior management instructions, this position ensures systems and processes are in place to facilitate and co-ordinate the budget planning, development, management, and analysis of the Housing NWT's program budgets, including ensuring adequate information is available for appropriate resource allocation decisions. This position is directly involved in the development of key financial planning documents, including the annual Capital Plan, Corporate Plan and Main Estimates, and supports Housing NWT Senior Management with in-depth financial analyses of federal funding proposals/business cases involving a wide range of housing partners (e.g., Indigenous Governments, industry, NGOs, and Municipalities).

SCOPE

The Housing NWT 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 Housing NWT '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 in the Finance Planning section of the Housing NWT 's headquarters in Yellowknife. The incumbent reports to the Manager, Financial Planning. The duties of this position influence all Housing NWT divisions and districts, Local Housing Organizations (LHO), contracts and individual Corporation clients.

The position coordinates detailed budgeting work and provides monthly cash flows on the Housing NWT'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 Housing NWT 's budget planning, cash management and internal financial control functions.

In addition to the \$150 million annual budget, the Housing NWT 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. The in-depth financial analysis undertaken by this position directly supports these financial leveraging efforts.

Housing NWT 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. Coordinate 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 Housing NWT '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 five-year and twenty-year 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.

2. Coordinate 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.

3. Maintain the housing NWT'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.

4. Review and monitor the Capital and O&M budgets of the Housing NWT and Local Housing Organizations (LHO) in order to identify variances and recommend corrective action to the Senior Management Committee (SMC)

- 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.

5. Monitors, tracks, and records all Management Board Submissions Analyst Assessments and Records of Decisions.

- Monitors FMB agendas and recommendations, ensures all budget vouchers are processed, other conditions of any records of decision are adhered to and ensures any outstanding information is submitted back to the Management Board Secretariat (MBS).
- Monitors FMB agendas and recommendations and ensures they all meet Board requirements (e.g., FMB Action Reminder List), monitors issues and formal recommendations arising out of Records of Decisions; (RODs).

- Monitors Departments Records of Decisions.
- Ensures that ongoing financial implications of submissions are included in the Business Plan, Main Estimates or Supplementary Estimates when new funding is required in the current year.

6. Perform other duties as required.

- Assist the Manager of Financial Planning and other staff in dealing with peak workloads resulting from the cyclical nature of the section's responsibilities.
- Act for the Manager Financial Planning
- Participate and provide support at Interdepartmental Committee Meetings
- Prepare revenue and expenditure pattern and trending analyses.
- 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

Financial and Capital Planning is a time-sensitive function with periods of heavy workload and the reporting requirements of the Legislative Assembly can give rise to many short and competing deadlines, all of which can cause mental fatigue. Incumbent will be required to travel to small remote communities across 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.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of Degree in Commerce, Major in Accounting in Canada, as well as actively pursuing Canadian Chartered Professional Accountant (CPA) designation with advanced standing in Canadian Chartered Professional Accountant Professional Education (PREP) courses towards the CPA designation, as well 3 years of current and directly related experience.

Equivalent combinations of education and experience will 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