



IDENTIFICATION

Department	Position Title	
Industry, Tourism & Investment	Financial Planning and Budget Analyst	
Position Number	Community	Division/Region
63-1362	Yellowknife	Finance & Administration/HQ

PURPOSE OF THE POSITION

The Financial Planning and Budget Analyst plays a senior role in the division takes the lead role in budget development and financial planning and analysis for the Department of Industry, Tourism & Investment (ITI) following standards established by the Public Sector Accounting Board (PSAB).

This position works within a legislative and policy framework and carries out its responsibilities in accordance with Government of the Northwest Territories' (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.

SCOPE

Reporting to the Manager, Financial Planning, the Financial Planning and Budget Analyst is part of a team of financial and administrative specialists that provide budgetary, accounting and program support to various divisions within ITI. This department has an Operations and Maintenance (O&M) budget of approximately \$61 million and a capital budget of approximately \$3 million. The incumbent is responsible for coordinating financial and budgetary exercises involving O&M and Capital and ensuring that the management of budgets is compliant with legislation and relevant policies

RESPONSIBILITIES

1. Analyzes and consolidates all departmental budgetary development exercises for ITI.

- Reviews the financial data sections of each Financial Management Board (FMB)



submission to ensure that O&M and Capital costs are reasonable and that all costs have been included.

- Assembles the financial appendices of the Business Plan for ITI.
- Advises Program Managers of the Management Board Secretariat (MBS) call letters, targets, constraints and schedules, requests budget detail worksheets, assembles worksheets to ensure department targets are achieved and consolidate to form the Main Estimates documents.
- Prepares briefing notes, financial analysis and other supporting documents for use by both Deputy Ministers and in response to decision makers such as the FMB, Standing Committee on Economic Development Infrastructure and the Legislative Assembly.
- Plans and prepares the briefing books for the use of the Director, Finance Administration, Deputy Minister and Minister.
- Provides instruction and data to each program manager and co-ordinates ITI's annual budget spread/ cash flow requirements.
- Develops and maintains internal processes and systems for the development of ITI's Business Plan, Main Estimates and the ongoing management of the budget.
- Makes recommendations and provides analysis to the Director of Finance and Administration and Manager, Financial Planning to improve budget processes, target reallocations and target derivation.
- Prepares Capital Carry-over FMB Submissions.
- Participates as an ITI financial representative on the GNWT Capital Planning Committee, working with ITI Capital Planner.
- Maintains an effective chart of accounts for ITI that ensures all reports on financial transactions meet statutory, organizational, management and generally accepted accounting principles and requirements.

2. Provides ongoing financial management analysis and advice/information to the Director, Finance and Administration and Manager, Financial Planning to ensure budgetary controls and management.

- Co-coordinates and analyzes regular variance reports and ensures program managers perform analysis and fiscal year end projections for operations and maintenance and capital budgets.
- Conducts meetings with Directors and Superintendents in reviewing variance reports submitted.
- Provides training to program managers in the use of budget management tools such as financial system inquiry, queries and reports, variance analysis, and forecasting.
- Prepares the expenditure management reports for submission to the MBS as required.
- Reconciles Revised Main Estimates (including Sups, Special Warrants and transfers) to the financial information system monthly to ensure the integrity of the



- department's budget.
- Works with program managers in ITI and various personnel in other GNWT departments to address information gaps, inaccuracies, etc. and if agreement is not reached, recommends corrective action to the Manager, Financial Planning.
 - Reviews various financial system management reports on a monthly basis, advises program managers in ITI, is the main contact for any information gaps, inaccuracies and takes or recommends corrective action.
 - Reviews and analyzes monthly free balance report and compares to variance projections.
 - Prepares monthly operations and maintenance budget adjustments and monthly inter-activity transfers over \$250,000 for presentation to the FMB.
- 3. Ensures that Department's Salary expenditures are analyzed and initiate corrective action as required.**
- Verifies that employees receive the correct salary and allowances and ensures that correct statutory and benefits deductions are taken when requested by supervisors.
 - Distributes payroll distribution report and salary encumbrance to HQ program managers.
 - Provide training to regional ITI finance staff in providing payroll and salary encumbrance information to Regional Superintendents and Managers.
 - Advises program managers of employees' pay or benefit discrepancies and takes appropriate action to rectify problems and reconcile salaries.
 - Assists program managers with salary variances and forecasts.
 - Performs ongoing analysis of Departments salary budget and expenditures and recommends required action.
 - Monitors Human Resource Agreements such as transfer assignments and elections for previous service.
 - Analyzes accrual balances for Employee Leave and Termination Benefits (ELTB), advises Manager, Financial Planning and prepares year-end adjustments.
 - Monitors and controls Departmental expenditures to ensure compliance with the *Financial Administration Act* relating to Compensation and Benefits.
 - Provides position data for Main Estimates and other Human Resource information as required
 - Prepares the Employee Leave and Termination and Benefits reconciliation and reporting for year end
- 4. Monitors, tracks and records all Financial 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 MBS.

- Monitors FMB agendas and recommendations and ensures all Board requirements have been met (e.g. FMB Action Reminder List), monitors issues and formal recommendations arising out of Records of Decisions.
- Monitors department's Record 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.

5. Other.

- Maintains budget library for the department.
- Provides financial analysis and support for the annual Grants and Contribution Report.
- Provide support for human resources financial and transactional related items.
- Prepares special financial and statistical data.
- Prepares various year end reports and schedules for the Public Accounts. Exercises expenditure and revenue authority for adjustments.

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

- Extensive knowledge of standards established by PSAB.
- Knowledge of financial planning and budgetary development concepts.
- Extensive knowledge in the use of microcomputer and software applications such as Excel, MS Word, and computerized accounting systems.
- Knowledge of GNWT organization and management relationships.



- Knowledge of database management.
- Excellent organizational skills.
- Excellent analytical skills.
- Ability to prepare and run system generated reports.
- Ability to interpret and prepare financial statements and reports.
- Ability to interpret and apply applicable financial policies.
- Ability to communicate clearly and effectively both verbally and in writing for day-to-day duties as well as for presentations and providing instruction in training.
- Ability to work with people in an effective, tactful manner.
- 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:

These skills are normally acquired through current enrollment of the Chartered Professional Accountant core modules and 3 years 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