



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Financial Planning and Budget Officer	
Position Number	Community	Division/Region
21-8289	Yellowknife	Finance and Administration/HQ

PURPOSE OF THE POSITION

The Financial Planning and Budget Officer is responsible for the development of the Department's budget, financial planning and analysis, and providing advice and support to the Department's senior management, in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies, and procedures that includes the *Financial Administration Act* and the Financial Administration Manual, to support the Department achieve its mandate and priorities.

SCOPE

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics, and close proximity to an active political environment.

Located in Yellowknife and reporting to the Manager, Financial Services, the Financial Planning and Budget Officer is responsible for the provision of financial planning advice and support to the Department's senior management and regions. The incumbent helps ensure adequate information is available for proper resource allocation decisions regarding the Department's



annual operations and maintenance, amortization and capital budgets and prepares and consolidates the financial planning and budget exercises of the Department.

RESPONSIBILITIES

1. Prepares, analyzes and consolidates all Departmental budgetary development exercises.

- Prepares the financial details for the Department's Business Plan and Main Estimates through coordination with the Management Board Secretariat and program managers.
- Assists with the preparation of the Department's capital acquisition plan.
- Prepares information and supporting schedules required for the Department's Business Plan and Main Estimates.
- Prepares briefing material, financial analysis and other document support for use by senior management and the Minister in response to questions from the Financial Management Board (FMB), Standing Committees and the Legislative Assembly.
- Prepares briefing books and other support documents for the use of the Deputy Minister and Minister.
- Coordinates the Department's annual budget spread/cash flow exercise through consultation with the Directors and Superintendents and by utilizing historical trends.
- Develops and maintains internal processes and systems for the development of the Department's Business Plan, Main Estimates, and ongoing management of the Department's budgets.
- Consolidates and edits the Department's submissions and direct input of final narratives and numbers.
- Assists with the coordination of supplementary appropriation requests for the Department including briefing material.
- Reviews financial submissions for business plan and Main Estimate preparation to ensure compliance with the *Financial Administration Act* and departmental and GNWT policies.
- Makes recommendations and analysis to the Director, Corporate Services and Manager, Financial Services to improve the budget process, target reallocations and target derivation and recommends amendments to departmental instructions for preparation of budgets and Main Estimates.
- Develops and maintains an effective chart of accounts for the Department that ensures all reports on financial transactions meet statutory, organizational, management and generally accepted accounting requirements.
- Maintains a repository of financial reports, briefing documents, budget exercise outputs etc., to prepare analysis and reference for future planning.



2. Participates in the ongoing financial management and control of the Department's budget.

- Analyzes submissions for compliance with completion standards, for accuracy, and for reasonableness with past trends.
- Works with program managers in the Department to address information gaps, inaccuracies, etc., and if agreement is not reached, recommends corrective action to the Manager, Financial Services.
- Consolidates the Department's submissions to the Financial Management Board for approval of the Deputy Minister.
- Prepares Financial Management Board submissions to seek approval of proposed budget adjustments; and directs the preparation of budget vouchers and cash flow adjustments to implement approved budget adjustments.
- Prepares reports to advise program managers of the status of proposed and approved budget adjustments arising from the variance and outlook processes.
- Reconciles revised main estimates to original appropriations.
- Prepares financial reports for program managers about the status of expenditures and revenues between variance and outlook processes. The frequency of such reports is in keeping with Department standards and on an "as requested basis".
- Maintains a system that ensures program managers perform a quarterly analysis and fiscal year end projections of the operations and maintenance and capital budgets.
- Coordinates meetings with Director's and Superintendents to review and analyze quarterly variance reports submitted.
- Forecasts year-end balances for variance reporting purposes for the Department's amortization budget.
- Monitors computer chargeback recoveries to ensure they are adequately covering planned expenditures.
- Coordinates the preparation of the monthly expenditure reports for submission to the Financial Management Board.
- Reconciles revised main estimates (including Supplementary Estimates, special warrants and transfers) to the System for Accountability and Management (SAM) monthly to ensure the integrity of the Department's budget.
- Reviews and analyses weekly free balance reports and compares these to the quarterly variance projects to ensure the Department is on track with its spending.
- Coordinates and prepares monthly operations and maintenance and capital budget adjustments, quarterly capital budget adjustments, monthly interactivity transfers over 250k for presentation to the FMB.
- Prepares Deputy Minister or Minister Authorizations to transfer funding or to set up new capital projects as required.
- Reviews payroll distribution reports and ensures corrections are made as required.
- Prepares detailed budget for presentation to the Financial Management Board Secretariat.



- Analyzes proposed cash flows prepared by program managers against past trends and current year environment and recommend adjustments, as required, to program managers and the Manager of Financial Services.
- Prepares budget vouchers for changes to the departmental budget.
- Reconciles the changes to the budget.

3. Monitors, tracks and records all Financial Management Board submissions, analyst assessments, and Records of Decision.

- 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 they all meet Board requirements (e.g., FMB Action Reminder List), monitors issues and formal recommendations arising out of Records of Decisions (RODs).
- Follows up on RODs to ensure that conditions are met, and outstanding items and directions are completed.
- 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.
- Maintains a historical library of the Department's and related FMB Submissions.

4. Monitors and controls the Department's Revenue Budgets and the Financial Implications of Third Party (Fund 03) Agreements.

- Analyzes SAM reports monthly to ensure revenue accounts are recorded accurately.
- Prepares revenue budgets and revenue variance reports.
- Reviews all third-party agreements to ensure proper back-up documentation has been provided.
- Prepares documentation, as required, to obtain approval for establishing a Fund 03 budget.
- Ensures appropriate financial coding is established for third party agreements/revenues and ensures accurate budgets are established.
- Ensures all salary and benefits costs are properly captured under the appropriate Fund 03 project code.
- Performs monthly reconciliations of each third-party agreement and initiate recovery action where necessary.
- Prepares monthly reports for revenue and Fund 03 for inclusion in the monthly variance reports.



5. Manages and maintains control of the Department's Employee Leave and Termination Benefit (ELTB) Liability accounts and monitors various employee benefit budgets.

- Reconciles liability accounts (annual leave, lieu time, resignation, retirement, ultimate removal and termination/lay off) monthly.
- Forecasts year-end benefit accrual balances for variance reporting.
- Tracks all staff transfers to and from the Department ensuring liability balances are fully captured to coincide with the transfer date.
- Follows up with other GNWT departments and Boards to ensure employee benefits get transferred in a timely manner.
- Identifies and adjusts (where possible) benefit liability amounts to offset current year employee resignation, return of contribution and layoff costs affecting current year appropriations.
- Monitors budgets for various employee benefit accounts (medical travel, dental, Workers Safety and Compensation Commission, etc.) monthly.

6. Recommends and participates in the development of financial planning and budget management authorities and practices for use within the Department and GNWT and provides financial advice and assistance to MACA staff.

- Performs research of authorities and practices, analyzes information and recommends to the Manager, Financial Services, changes to current authorities and practices.
- Trains program managers in the use of budget management tools and generating special reports from SAM.
- Liaises with MACA staff and central agency procurement staff on procurement matters.
- Updates MACA staff on the status of Purchase Orders and Service Contracts.
- Monitors travel-related transactions to ensure accuracy of coding.
- Develops internal control techniques to ensure all revenue is billed and paid in a timely manner.

7. Assists and supports the Manager, Financial Services as and when required.

- Analyzes and reconciles general ledger accounts.
- Performs the departmental coordinator role for credit card accounts.
- Analyzes expenditure patterns for the Department.
- Prepares special financial and statistical data and reports.
- Monitors and balances agreements for work on behalf of third parties (fund 3).
- Participates in the Departments year-end and Public Account process.
- Exercises revenue and expenditure authority for adjustments.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting procedures, generally acceptable accounting principles (GAAP) theories and practices. The ability to interpret and implement Canadian Institute of Chartered Accountant (CICA) guidelines.
- Knowledge of financial analysis methods.
- Knowledge of budget development, government budgeting processes, financial analysis and reporting, including the ability to prepare financial reports and statements.
- Knowledge of financial planning techniques and tools such as budget forecasting and variance reporting.
- Knowledge of MS Office operating systems and software (Word, Excel, PowerPoint, Teams, Outlook, Access), Adobe Acrobat Pro, and appropriate use of the internet.
- Knowledge of computerized accounting systems and platforms.
- Strong communication skills required to train program managers and to explain accounting practices to non-accountants.
- Organizational skills and the ability to work to deadlines, prioritize and respond effectively to frequently changing priorities and deadlines.
- Problem solving and planning skills, including analytical and interpretive skills.
- Ability to apply knowledge of financial planning and budget development concepts and generally accepted accounting principles.
- Ability to apply analytical skills to solve problems and recommend alternate courses of action.
- Strategic-thinking skills and judgment, as well as ability to research, analyze and synthesize multiple concepts and priorities.
- Ability to take initiative and work independently.
- Ability to work with people in an effective, tactful manner.

- Ability to work effectively with team members from a variety of backgrounds and cultures.
- Ability to acquire knowledge of the GNWT's structure and operations, priorities, business strategies, departmental mandates, and organizational design.
- Understanding of the impacts of colonization and institutional and structural racism and biases on society, in particular Indigenous people who make up more than half the NWT population.
- Ability to acquire knowledge of the history, culture, political and economic aspirations of Indigenous people and other Northerners.
- 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:

A Bachelor's degree in commerce, business administration, accounting, economics or a related field, completion of a third level towards a Canadian recognized accounting designation and two (2) years of 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