



IDENTIFICATION

Department	Position Title	
Health and Social Services	Senior Financial Analyst	
Position Number(s)	Community	Division/Region(s)
49-5803	Yellowknife	Finance/ HQ

PURPOSE OF THE POSITION

The Senior Financial Analyst (Senior Analyst) provides independent and objective analysis, evaluation, advice and reporting for the Department of Health and Social Services. This position is also responsible for maintaining and reporting on tangible capital assets and monitoring compliance in accordance with the Financial Administration Act, Generally Accepted Accounting Principles and departmental policies and procedures.

SCOPE

Located in Yellowknife and reporting directly to the Assistant Director, Financial Research and Analysis, the Senior Financial Analyst provides independent advice and analysis on programs, initiatives and strategic plans that have financial impacts. The position monitors compliance with Financial Management Board (FMB) direction and all governing authorities and legislation. The reporting, submissions and recommendations prepared directly impact planning, resource allocation, financial and policy issues.

Department of Health and Social Services (DHSS) is the largest, most broadly based Department in the Government of the Northwest Territories (GNWT). DHSS is comprised of the Department, 3 Health and Social Service Authorities, and a number of contracted service providers. The system directly employs over 2,000 staff members in a wide range of employment categories and provides services to a population of approximately 43,000 residents. The Senior Financial Analyst monitors, reports and provides expert financial advice on an annual operating budget of over \$550 million and a capital budget of about \$60 million per year. This position evaluates the financial position across a variety of programs and provides analysis and advice on financial submissions to FMB to ensure appropriate resource allocation. This includes approximately 30 funding request submissions per year resulting in an additional \$32 million in funding each year for the past 3 fiscal years.

The Senior Financial Analyst works closely with the Department's senior managers, Authorities' Directors of Finance, and other GNWT personnel to provide financial analysis and make sure recommendations take into consideration the unique operational requirements of the complex HSS system.

This position works within a legislative and policy framework and carries out its responsibilities in accordance with GNWT Acts, Regulations, Policies and Procedures that include *the Financial Administration Act, Public Service Regulations, the Human Resource Manual*, Collective Agreements, and various GNWT policies following professional standards as provided by the Public Sector Accounting Board.

RESPONSIBILITIES

1. Provides various technical financial analysis to support the Department in making sound business decisions.

- Analyzes the Department's financial positions, identifies critical issues and advises the Assistant Director, Financial Research and Analysis;
- Analyzes variance and forecast reports and conducts follow-up with program managers and senior management;
- Analyzes chargeback agreements and makes accounting recommendations;
- Creates and provides financial and management reports as required internal to the Department and external within Government;
- Assists in the preparation of briefing materials for the Deputy Minister and Minister, as required;
- Prepares Financial Management Board (FMB) submissions when required;
- Reviews and provides financial advice on departmental FMB submissions;
- Designs, prepares and evaluates various financial/management reports in consultation with division management; ensures the production of reports is timely and accurate. Updates report formats and output as operational staff requirements change.

2. Prepares detailed technical and financial analysis of the Health and Social Services Authorities performance.

- Analyzes and reconciles Departmental targets with Authority board approved budget submissions ensuring compliance with FMB and Department direction;
- Analyzes and reconciles Authority position listing for inclusion in Business Plans, Main Estimates, briefing notes and Minister speaking notes;
- Provides advice and recommendation for decision of budget approval;
- Reviews Authority reports and submissions (e.g. variance reports) and flags problems or issues;
- Ensures reporting requirements as outlined in the agreements are adhered to;
- Prepares Information Items and FMB submissions when required.

3. Provides technical financial support to assist in the delivery of departmental programs.

- Reviews and advises on financial procedures required for programs and services;

- Provides financial advice to program managers;
 - Provides financial support to departmental program and policy staff by providing and discussing relevant information gathered during ongoing program monitoring and evaluation;
 - Coaches Authority and Department staff through financial policy and procedures and/or financial change as necessary.
- 4. Monitors Authority compliance with FMB direction and other governing instruments related to strategic financial planning, resource allocation, financial management and budget management.**
- Prepares and analyzes Authority reports and submissions (e.g. variance, quarterly capital budget adjustments, capital carryovers, activity over-expenditure report);
 - Analyzes expenditures and program detail to monitor departmental funding levels and budget transfers /adjustments, particularly as the may relate to restricted funding, or subsequent funding requests;
 - Assesses major risks to determine areas of concern in specified program areas;
 - Communicates any findings, conclusions and recommendations to senior management;
 - Prepares timely, comprehensive reports, including results, observations and recommendations on improvements, for review by senior management.
- 5. Monitors and makes recommendations on Authority chart of accounts in accordance with the Canadian Institute of Health Information (CIHI).**
- Creates and maintains the NWT chart of accounts to be used for all Health and Social Services Authorities;
 - Documents Authority use of accounts and provides feedback to senior management on compliance;
 - Participates on the national MIS CIHI working group to assist in developing the national chart of accounts;
 - Chairs a territorial working group on the chart of accounts and makes recommendations for any new accounts that might be considered as additions or obsolete accounts.
- 6. Conducts analysis and costing to inform requests to the Financial Management Board for funding to operationalize all new and renovated health and social services facilities in the Territory.**
- Works with Authority staff to determine the operational requirements for the new/renovated facility;
 - Conducts in depth review of staffing requirements which includes working with Authority staff to understand the operating environment requirements in the facility;
 - Prepares year over year analysis of comparable facility expenses as they relate to operations and maintenance to determine required funding;
 - Writes FMB submissions to request funding for new/renovated facilities as required;
 - Maintains costing over the life of the capital project and into the first years of operation to ensure operating needs identified are sufficient and substantiated.

WORKING CONDITIONS

Physical Demands

Majority of time spent at computer with plenty of opportunity to move about. Periodic travel to remote communities may be required.

Environmental Conditions

There are no significant adverse environmental conditions associated with this position.

Sensory Demands

Spend significant amount of time each day reviewing financial reports on paper and on the computer screen, where intense concentration is required.

Mental Demands

Mental fatigue is common as a result of heavy workload, frequent need for intense analytical work, and project management that are all impacted by tight deadlines. Imposed unexpected and competing demands frequently cause high levels of stress and mental fatigue.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles (GAAP);
- Knowledge of auditing concepts and internal control in order to assess compliance with governing authorities;
- Knowledge of financial planning and budgetary development concepts;
- Proficiency in the use of computers, spreadsheets, managing large data sets and making linkages among various sources of data;
- Excellent problem solving, analytical and evaluation skills;
- Excellent communication and interpersonal skills;
- Ability to communicate clearly and effectively both verbally and in writing for day-to-day duties as well as for reports, presentations and providing instructional training;
- Excellent organization and time management skills;
- Ability to work with people in an effective, tactful manner;
- Ability to prepare and run system generated reports;
- Ability to interpret, analyze and prepare financial statements and reports;
- Ability to interpret and assess financial policy documents;
- Ability to design and develop financial procedures;
- Ability to develop and deliver effective and appropriate presentations and training.

Typically, the above qualifications would be attained by:

These skills are usually acquired through a bachelor's degree in a financial field and three (3) years of related 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