



IDENTIFICATION

Department	Position Title	
Health and Social Services	Senior Budget Policy Advisor	
Position Number	Community	Division/Region
49-10749	Yellowknife	Finance / HQ

PURPOSE OF THE POSITION

The Senior Budget Policy Advisor plans, prepares, monitors, evaluates and reports on the Operations, Capital and Projects on Behalf of Others Budgets for the Department of Health and Social Services (DHSS) in accordance with Government of the Northwest Territories acts, regulations, policies procedures, and upon consultation with appropriate staff within the DHSS, Health and Social Services Authorities and the Department of Finance. By doing so, and through the preparation of resulting funding submissions to the Financial Management Board, the incumbent supports the Department's effort to ensure appropriate funding for the Health and Social Services system in the Northwest Territories.

SCOPE

Located in Yellowknife the Senior Budget Policy Advisor (Advisor) reports to the Manager, Financial Planning and Reporting, and works with colleagues within the Department, Health and Social Services Authorities (HSSAs) and the Department of Finance. The Department of Health and Social Services is the largest, most broadly based department in the Government of the Northwest Territories (GNWT).

The Northwest Territories Health and Social Services (HSS) system is comprised of the Department, 3 HSSAs, and a number of contracted service providers. Support to the HSSAs is conducted through telephone conversation, electronic communication, and may entail travel to communities. The position is frequently required to collaborate on intra-departmental and inter-departmental projects and initiatives.

The Advisor provides analysis, evaluation and assessment of operational budget of over \$728M capital budget of approximately \$65M and approximately \$50M in projects on behalf of others. DHSS holds approximately 25 different agreements with funding providers. This is achieved through the exercise of discretion and latitude in developing, monitoring and evaluating



budgets while recognizing that spending must comply with set financial legislation, policies and procedures. Inadequate and improper monitoring, analyzing and assessing of financial activities may result in inaccurate advice to senior management and Authorities which will have a negative impact on the efficient and effective delivery of health and social services programs and services.

RESPONSIBILITIES

1. Develop and monitor Northwest Territories (NWT) health and social services system budgets to ensure an adequate and sustainable level of funding for the delivery of HSS to the residents of the NWT in accordance with GNWT acts, regulations, policies and departmental procedures.

- Develop budgeting requirements, schedules and formats/guidelines required by the NWT system to submit to the Department of Finance.
- Develop and maintain department financial coding structure, in accordance with national accounting structures and best practices.
- Ensure budget information is current, accurate, and any adjustments are communicated to department and authority staff in a timely manner.
- Prepare annual budget load for submission to the Department of Finance, and processes budget adjustments and transfers as required.
- Coach department and authority staff through financial policy and procedures and/or financial change as necessary.
- Research and keep current on relevant financial principles and changes to financial procedures related to the public sector and HSS.
- Ensure financial reporting and processes are in compliance with GNWT Acts, Regulations, policies, and departmental guidelines.
- Monitor the budgetary requirements of the NWT health system to alert Management of potential problems.
- Review all departmental briefing notes with financial information to ensure details within are current and accurate.
- Prepare reports and recommendations for management, providing alternatives and options for dealing with financial needs (based on analysis & evaluation).
- Monitor the Operations, Capital and Projects on Behalf of Others Budgets in order to provide guidance and advice concerning financial management.
- Develop business cases for areas identified as having insufficient funding and collaborate with program staff and authority representatives to prepare submissions (Supplementary Funding, Forced Growth, Program and Service Enhancements or New Initiative requests and/or Information Items), to the Financial Management Board (FMB); assist in the development of evaluation methodologies, criteria and processes for internal financial management reviews.



- Monitor the outcome of all funding requests submitted to the FMB, including all directions to return with subsequent information or requests.
- 2. Plan and collaborate on the development of both the Business Plan (financial component) and the Main Estimates, in order to ensure that all aspects of the plan reflect the strategic directions, meet departmental requirements, and are sensitive to the concerns of client groups and members of the public. These submissions are required in order to ensure the appropriate use of public funds and to provide Management with recommendations and information to support decisions related to appropriate, adequate and sustainable levels of funding for HSS in the NWT.**
- Consult with management and staff for perspectives on budget development.
 - Consult with the Department of Finance and staff within the HSS system regularly in the development of the Business Plan and Main Estimates.
 - Maintain the DHSS and Authorities' position listing for inclusion into the Business Plan and Main Estimates.
 - Assist with development and preparation of final documents for presentation to the Department of Finance and the FMB.
 - Prepare briefing and presentation materials for use by the Minister, Deputy Minister, Assistant Deputy Minister and the Director of Finance during the Standing Committee and Legislative Assembly review processes.
 - Monitor the financial management activities of the DHSS to ensure compliance with budgets and business plans.
- 3. Monitor and control DHSS, federal and other third-party and/or cost-shared funding arrangements, including Projects on Behalf of Others agreements.**
- Review and provide recommendations on proposals for third-party funding and proposed agreements to ensure compliance with GNWT acts, regulations, policies and procedures prior to signing
 - Support the development of financial information to include in agreements such as budget and cash flow.
 - Ensure appropriate financial coding is created for third party agreements and that accurate budgets are established.
 - Prepare revenue budgets in the System for Accountability and Management (SAM) and monthly variance reports using SAM expenditure data.
 - Provide advice and ensure appropriate financial coding is established for reporting on all agreements.
 - Prepare funding submissions to the FMB related to federal and other third-party and/or cost-shared funding arrangements to ensure any expenditures incurred is supported by an approved appropriation in accordance with GNWT acts, regulations, policies and procedures.



- Analyze and confirm all financial reporting on agreements prior to reporting to funding providers.
- Prepare Project on Behalf of Others reporting for inclusion in the Public Accounts and Main Estimates.

4. Develop and monitor the HSSAs Core Funding Contribution Agreements.

- Lead the development, monitoring and annual renewal of Core Funding Contribution Agreements between the department and the Health and Social Services Authorities.
- Analyze funding requirements, and prepare Authority funding targets to ensure alignment with approved budgets, FMB decisions, departmental priorities and funding allocations.
- Prepare Notice of Target Adjustments arising from supplementary appropriations, program transfers and other approved funding changes.
- Prepare and reconcile monthly cashflow payments to HSSAs, ensuring accuracy of calculations, coding, supporting documentation and compliance with Core Funding Contribution Agreements.

5. Perform other financial duties as required.

- Provide assistance in mapping of Departmental business processes.
- Provide assistance and training to other members of the Finance division.

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 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.
- Skills relating to computers, spreadsheets, managing large data sets and making linkages among various sources of data.
- Problem solving, analytical and evaluation skills.
- Leadership and human resource management skills, including supervising, coaching, mentoring and role modeling.
- Communication and interpersonal skills.
- Organization and time management 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.
- 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.
- Ability to set and manage deadlines.
- 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 degree in a financial field and three (3) years of related experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ 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