

1. IDENTIFICATION

Position No. 17-13918	Job Title Senior Financial Analyst	Supervisor's Position 17-09947 Manager, Finance & Administration	
Department Family Services	Division/Region Corporate Services/ HQ	Community Iqaluit	Location Iqaluit
Fin. Code:			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>This position is located in Iqaluit and reports to the Manager, Finance & Administration. This position is responsible to provide financial analysis, evaluations and recommendations to support the department's business decisions; provides training and development in respect to finance controls, processes and reporting; develops and implements accounting policies and procedures to address risks identified by the Office of Auditor General, GN Internal Audit and the Department of Finance and to provide day to day financial management support to all divisions and regional offices. This position is also regularly involved in preparing and analysing complex financial statements and in satisfying other reporting requirements associated with Department programs and a wide range of third party funding arrangements often involving significant dollar amounts.</p>

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
<p>This position is responsible for financial analysis and the integrity of internal and external reporting to various partners including Federal Government agencies and GN Finance Departments. The position plays a key role in developing a reporting mechanism, monitoring transactions and the preparing of timely and accurate reports for the department. Such reporting is a necessary tool for decision making for a variety of end users including the Deputy Minister, Managers, Directors, federal agencies and facility/shelter operators.</p> <p>This position requires a comprehensive knowledge of the government's budget process for Operations & Maintenance, and Capital and various Authorities (FAA, FAM, Contracting, Contribution Policies) as well as Departmental specific Acts and Directives (such as Child and Family Services, Guardianship, Adoption, Poverty Reduction, Apprenticeship, Financial Assistance to Nunavut Students, etc.). It also requires working knowledge on various program delivery and their related financial processes and</p>

controls (Income Assistance payment delivery, Child, Adult and Elder Care contracting and contribution funding processes) with efforts to establish efficiencies, continuous improvements and improved accountability. Activities conducted by the incumbent have direct impacts on various program deliveries (under the O&M and Federal Funded programs) of the Department of Family Services.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

1. Provides various technical financial analyses to support the Department in making sound business decisions.
 - a. Analyzes Department's financial position, identifies critical issues, and advises the Manager of Budget Development, Manager, Finance & Administration and Regional Finance Operations and Director, Corporate Services.
 - b. Prepares regular program reporting, analyses and forecasting for the Director of Corporate Services and Deputy Minister that serves as monitoring tool for the department financial position
 - c. Prepares compensation and benefit analysis and forecasting to the Director of Corporate Services, Deputy Minister and Senior Management Committee to report and control staffing expenditures
 - d. Researches and provides background information for Financial Management Board and Cabinet submissions for the Department presenting merits vis-à-vis the costs of not pursuing the proposed course of action, identification of any tangible return on investment(s), efficiencies, economies and effectiveness.
 - e. Monitors interdepartmental agreements (i.e. NEU chargebacks, various instrument of delegation for capital projects with CGS, and delegated authorities to other Departments (Health and Finance).
 - f. Creates and provides financial and management reports as required internal to the Department.
 - g. Assists in the preparation of briefing materials for the Deputy Minister and Minister as required.
 - h. Works with the Budget Analyst and Manager, Budget and Development in reviewing FMB submissions and Business Cases (initially prepared by the Program Managers and Directors); and provides necessary financial analysis and inputs, as required,
2. Provides technical financial support to assist in delivery of Departmental programs.
 - a. Reviews client care proposals and cost projections from various Service providers and

- provides advice in properly assessing program proposals.
- b. Works closely with Program Evaluation Manager in designing accountability reporting schedules to ensure program funds (Elders Facilities, Residential Care, Family Violence and Homelessness Shelters and various federal funded programs) are spent for intended purposes and programs are administered effectively.
 - c. Reviews annual, quarterly and annual financial statements and submitted by various Service Providers and discusses foreseen issues with program managers and provide advice and recommendations.
 - d. Follow ups with program managers and Regional Managers on the timely submission of reports from Service Providers to ensure compliance to Agreement and FAA and FAM.
 - e. Provides advice and support to program managers with respect to implementation of program plans by service providers.
 - f. Establishes and review financial procedures required for the programs
 - g. Ensures department wide compliance activities are carried out in a timely and accurate manner.
3. Provides technical financial support for third party funding initiatives and funding agreements
- a. Completes analyses and prepare status reports.
 - b. Prepares reconciliation of vote 4/5 expenditures.
 - c. Conducts verification of accurate distribution of revenues.
 - d. Prepares variance reporting of third party funded initiatives.
 - e. Ensures all Vote 04/05 projects are properly recorded in the Free Balance for the year end reconciliation and financial audit.
 - f. Prepares financial statements for a wide range of federal contribution funding received by the Department (Canada Job Fund, Labour Market Funding Agreement, Inuit Language funding) and liaise with external auditors by preparing audit documents and responding to their inquiries.
 - g. Supports the Director, Corporate Services and other Divisional Directors in monitoring compliance with the external and internal audit recommendations.
4. Delivers financial analysis and technical accounting support for the development of the Department's Public Accounts.
- a. Assists the Manager, Finance & Administration in ensuring the timely and accurate completion of the Department's interim and year end public accounts requirements.
 - b. Works with all Divisions and Regions, and coordinate and prepare numerous corporate public accounts schedules for the Department.

- c. Regularly monitors department wide expenditures obligations and commitments to ensure balances are kept current and accurate.
 - d. Regularly reviews and reconciles sub ledgers and general ledger accounts, revenue & expenditure accounts to ensure that revenues and expenditures are accurately reflected in the FreeBalance.
 - e. Prepares year end accrual accounting adjustments for the Department, including accrued liabilities and prepaid adjustments.
 - f. Ensures financial reporting is adequate, accurate and timely.
 - g. Oversees all departmental correcting accounting transaction alignment with approved program expenses and to comply with respective financial directives.
 - h. Advises HQ and regional offices on proper accounting treatments and/or corrections as needed.
 - i. Participates in the process of streamlining and updating of the departmental Chart of Accounts.
5. Supports the Department's ongoing efforts in strengthening financial management
- a. Ensures the requirements of the FAA, Financial Administration Directives, GN & Departmental regulations, policies, procedures, guidelines, NNI, NLCA, and other applicable Legislation are complied with.
 - b. Delivers training and information sessions for program managers, finance officers, staff on financial control and procedures (eg. LCA, travel, bank and visa reconciliation, procurements, etc.)
 - c. Reviews Purchase documents, Service Contracts and Contributions Agreements to ensure their compliance with established Government of Nunavut Policies as set out in the FAA, FAM, Contracting Procedure Manual and Nunavummi Nangminiqatunik Ikajuuti (NNI).
 - d. Prepares journal entries required to correct miscoding in the GN's FreeBalance expenditure and revenue account.
 - e. Prepares regular accounts receivable analysis reports on current and potential delinquent account situations requiring management attention.
 - f. Reviews the monthly and year-end bank reconciliation for Income Assistance and Financial Assistance for Nunavut Students to ensure that reports are prepared in an accurate and timely manner.
 - g. Assists Divisions and Regions in the preparation of their journals, accruals, allocations and adjustments within the FreeBalance system.

- h. Reviews and advices with the processing of account write-offs and forgiveness of loans.
 - i. Performs budget verification for new and extended contracts as well as for staffing actions.
6. Other duties
- a. Acts as Manager, Finance & Administration as required.
 - b. Provides assistance to Manager, Finance & Administration, and Budget Development, Regional Managers, Senior Financial Management Analyst and Budget Analyst in mapping departmental processes to optimize efficiencies and accountability.
 - c. Provides information and analysis on a wide range of research for various program/ programs (initiated by Dept.'s Divisions - Income Assistance, Child and Family Services, Family Violence and Poverty Reduction).
 - d. Performs other duties as required.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- Extensive knowledge of GAAP, auditing concepts, internal controls and understanding of complex financial.
- Knowledge to interpret procedures, policies, directives, FAA and Family Services - related acts.
- Experience in the public sector is an asset

Skills and Abilities:

- Excellent analytical and problem-solving skills.
- Ability to interpret and prepare financial statements and reports.
- Ability to interpret and assess financial and program policy documents.
- Ability to design and develop financial procedures, forms and templates.
- Strong interpersonal skills and ability to communicate clearly and effectively both verbally and in writing for day-to-day duties as well as for reports, presentation and providing instruction/training.

The above knowledge, skills and abilities are typically acquired through:

- An undergraduate Degree in Business Administration, Finance, Accounting or similar;
- Three years' related budgeting, accounting and financial management experience.
- An acceptable combination of work and related experiences maybe considered.
- The completion of Canadian-recognized professional accounting designation (CPA) is an asset

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Long hours will be required at peak times during the year. Attention to detail, written and numerical is essential part of the work. Ongoing communications and on-site visits with regional and FANS offices are required to obtain cooperation even when there is no line reporting relationship.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

The incumbent sits at a desk in front of a computer for long periods during the day with frequent opportunity to move about.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

The surrounding environment of the department is constantly busy, responding to deadlines and urgent the public's needs. This type of environment will have some impact on the ability to concentrate and being able to handle several tasks at a time.

Travel to regional offices is required in order to assess administrative and financial processes, identify areas of improvement and assist implementing change. Travel will require long hours and the Analyst will be required to travel on weekends and may encounter delays due to bad weather and mechanical difficulties.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

The incumbent will spend most of the time in front of a computer, which can cause eyestrain and other physical discomforts. A constant interruption by telephone and departmental staff means this incumbent must be able to type with a high degree of accuracy and in an expeditious manner.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Pressure of deadlines and heavy periodic work volumes. Must be able to handle diverse workload. Tact and diplomacy is required in dealing with both internal and external clients.

7. CERTIFICATION

_____ Employee Signature	17-09947 Manager, Finance & Administration _____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.