

## New

Ministry

Public Safety and Emergency Services

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Budget Officer

Requested Class

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code Cost Centre Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Financial Services Division

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager, Financial Planning

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Senior Budget Analyst reports to Manager, Financial Planning in the Financial Services Division in the Ministry of Public Security and Emergency Services. This position plays a key role in a comprehensive range of budget management and fiscal analysis. The position provides professional, technical, analytical, and consultative services on financial matters to Ministry staff, senior management, and external clients.

The position is responsible for the Ministry's monthly and quarterly forecast process to evaluate the ministry's financial progress by programs and divisions relative to the budget and is also responsible to provide support to Correctional Services Division and Alberta Emergency Management Agency.

#### Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Provides leadership and coordination to staff in the development of annual three-year Budgets.

- Prepares financial information and variance analyses for Ministry Executive Committee, including identification of major cost pressures, funding options and overall opportunities and risks facing the Ministry.
  - Compiles and consolidates Ministry's annual expense and revenue budgets and three-year fiscal targets, including briefing materials and presentations for use by the Minister and Deputy Minister at Cabinet, Standing Policy Committee, Treasury Board, and Committee of Supply.
2. Provide support and leadership on financial monitoring and in-year reporting activities.
- Prepares financial information and variance analyses for Ministry Executive Committee, including identification of major cost pressures, funding options and overall opportunities and risks facing the Ministry.
  - Compiles and consolidates Ministry's annual expense and revenue budgets and three-year fiscal targets, including briefing materials and presentations for use by the Minister and Deputy Minister at Cabinet, Standing Policy Committee, Treasury Board, and Committee of Supply.
  - Develop and maintain processes and systems to track budgets, funding, and Salary Wage and Benefit allocations as well as spending authorities for the Ministry to ensure spending targets are not exceeded and Treasury Board is appropriately advised, or Supplementary Estimates request prepared per scheduled quarterly fiscal update submissions to Treasury Board and Finance.
  - Communicates Treasury Board instructions to divisions on the Quarterly Fiscal Plan update requirements and revisions, including timelines for submissions and to facilitate ability of Budget Analysts to provide guidance and consultation to clients for program and administration funding requirements.
  - Reviews forecast submissions compiled by Budget Analysts / Forecast Preparers for accuracy and completeness, conformance with guidelines, and justification of requests.
3. Provide complex consultation and analyses, including identification of Ministry-wide implications for management information reporting to ensure senior Ministry decision-makers and managers have access to accurate, timely, and relevant planning and financial information.
- Liaises with Ministry representatives to ensure appropriate understanding and application of planning and financial reporting processes and procedures, including impacts of results based budgeting processes.
  - Analyzes financial information for major program initiatives and projects from a corporate perspective, identifying risks, developing appropriate options, and providing input into development of business cases to ensure Ministry financial interests are incorporated into analytical and decision-making process.
4. Financial, planning and monitoring processes, procedures, and transactions are reviewed and continually enhanced to ensure strong internal controls exist to support high levels of Ministry accountability and complex planning and decision-making requirements of business area clients and senior decision-makers.
- Assesses current processes in collaboration with business areas and develops and implements program and service enhancements to address client requirements and support continuous improvement.
  - Coordinates establishment of controls within the Ministry to reflect GOA fiscal framework requirements.
  - Oversees provision of training to business areas to ensure expenditure officer responsibilities for

budget preparation, monitoring, and reporting are properly carried out.

## Problem Solving

Typical problems solved:

The senior budget analyst is required to analyzing complex financial issues in the forecast, identifying ways to streamlining the forecast activities and developing procedures and presentations to enhance financial management reporting and budgeting to senior management.

Types of guidance available for problem solving:

Accounting and financial management and reporting theories and concepts, including GAAP, PSAB, Generally Accepted Auditing Standards, Procurement Accountability Framework Manual, as well as applicable Government, ministry and divisional policies, guidelines and directives.

Relevant legislation, regulations and policies (i.e. Financial Administration Act, Government Accountability Act, Government Organization Act, Fiscal Responsibility Act, Freedom of Information and Protection of Privacy Act, Treasury Board Directives; Grant Regulation).

Thorough knowledge of Program areas operations (i.e: Provincial Police Service Agreement and ALERT ).

In-depth understanding in government 1GX accounting software as well as various business related software.

Direct or indirect impacts of decisions:

The senior budget analyst is responsible for results that affect the entire ministry on a regular basis, expenditure forecast. The Ministry of Public Security and Emergency Service has an annual budget close to \$1.35 billion and including 5 divisions, Victim of Crime and close to 4,800 full time equivalent positions.

The senior budget officer is responsible for keeping the senior management apprised of major budget and forecast issues that be arise.

## Key Relationships

Major stakeholders and purpose of interactions:

The Senior Budget Officer has regular and ongoing contact with:

- Ministry representatives (senior and executive managers, Expenditure Officers, managers, etc.) to provide and exchange complex financial management information; analyze complex financial policies and issues; coordinate development of budgets; assess requirements relating to budget and financial management supports and information; resolve issues relating to financial reporting and accountability; provide consultation, recommendations, advice and coaching; and lead and participate in project teams and working groups;
- Manager, Director, and Senior Financial Officer (as required) to interpret policy; report on achievement of performance objectives; and provide status reports on emerging or ongoing issues;
- Representatives of Treasury Board and Finance, the Officer of the Auditor General, the Office of the Chief Internal Auditor, and other departments (eg. Service Alberta; Transparency, Transformation and Accountability)) to provide and exchange information; provide input to projects and initiatives; coordinate activities; resolve issues and concerns; and implement audit recommendations;
- Representatives of the offices of the Minister and Deputy Minister to provide information and resolve issues.
- The Executive Team to prepare and present information and recommendations relating to financial reporting and budget policies, status, issues, and processes as required; and
- Ministry stakeholders to exchange information; represent Ministry interests; and coordinate activities.

## Required Education, Experience and Technical Competencies

| Education Level            | Focus/Major | 2nd Major/Minor if applicable | Designation    |
|----------------------------|-------------|-------------------------------|----------------|
| Bachelor's Degree (4 year) | Business    | Economics                     | CPA/CA/CMA/CGA |

If other, specify:

Or an applicant can substitute years of relevant work experience for a specific educational requirement

Job-specific experience, technical competencies, certification and/or training:

The Senior Budget Officer requires comprehensive knowledge of:

- Budgeting, financial administration, and financial forecasting and costing theories, techniques, and processes, particularly as they pertain to large and complex financial systems and analysis.
- Legislation, regulation and legislative process requirements for the Government and Ministry three year Business Plans, Fiscal Plan Updates, Results Based Budgets, Main Estimates, Supplementary Estimates, Annual Reports and Financial Statements.
- Ministry, Division, and Branch business priorities, programs, strategies, operational requirements, and future directions.
- Clients and stakeholders affected by the Ministry business plans and operations, including relevant organizations, committees, advisory groups, and representatives.
- The political environment within which the Ministry operates and decision-making processes of the Legislative Assembly, Cabinet, Caucus, Treasury Board and Government committees.
- Relevant Government and Ministry legislation, regulations, and guidelines (i.e. Results Based Budgeting Act; Financial Administration Act; Government Accountability Act; Government Organization Act; Freedom of Information and Protection of Privacy Act; Treasury Board Minutes and Directives; Budgeting, Financial Planning, and Accounting Manuals)
- Financial information systems and business productivity software (i.e. Word, Excel, PowerPoint; 1GX financial systems; Electronic Payment System - EPS; Concur; and ETMS;)

The Senior Budget Officer must have well developed and demonstrated:

- Analytical, conceptual, and research skills, including ability to analyze financial control issues and information obtained from multiple sources to develop solutions and recommendations for decision-makers.
- Verbal and written communication skills and presentation skills to communicate financial and accounting issues and information in a non-technical and concise manner to senior Ministry decision-makers and other representatives, as well as influence decisions and actions.
- Consultation, interpersonal skills, and facilitation skills to build and maintain collaborative working relationships with colleagues, clients, stakeholders, and central agencies.
- Negotiation and conflict resolution skills.
- Problem-solving and decision-making skills.
- Organizational and time management skills.
- Project planning and management skills.
- Leadership, and commitment to client service, confidentiality, tact, and diplomacy.

- Results-orientation, including commitment to meeting Government and Ministry business plan goals

The Senior Budget Officer must be able to:

- Effectively present and defend analyses, assumptions, options, and conclusions to senior Ministry representatives.
- Provide consultation, guidance, and advice relating to complex financial reporting and accountability issues, budget and financial administration, to clients, including anticipating and planning for business area requirements.
- Coach and mentor staff members, ensuring transfer and development of budget, organizational, and financial and accountability knowledge and skills.
- Interpret legislation, guidelines, and Government and Ministry financial requirements.
- Maintain a strategic and Ministry-wide focus while delivering results at the operational level.
- Identify and monitor politically sensitive issues and develop appropriate responses and recommendations.
- Organize and prioritize demanding and complex activities and manage multiple priorities within a dynamic environment of competing and tight deadlines.
- Work independently as well as lead effectively in a team environment, balancing project priorities with ongoing responsibilities.
- Demonstrate initiative, flexibility, and creativity relating to assigned responsibilities

#### Education and Experience

- Progressively responsible experience, including experience with complex financial reporting, internal controls, team leadership, and designing and interpreting financial policies and processes.
- Professional accounting designation (CA, CMA, CGA) and/or related degree or diploma supplemented by considerable experience in budgeting, financial reporting and variance analysis.

#### **Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

| Competency       | Level                 |                                  |                       |                       |                       | Level Definition   | Examples of how this level best represents the job   |
|------------------|-----------------------|----------------------------------|-----------------------|-----------------------|-----------------------|--|--|
|                  | A                     | B                                | C                     | D                     | E                     |  |  |
| Systems Thinking | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul> | <p>For forecast, develop and identify the spending trend comparing to the anticipate spending from the program areas.</p> <p>For OT, it is primary cause of ministry deficit. It is important to provide detailed analysis and multi-years comparison</p> <p>For FTE utilization, to</p> |

|                          |  |   |   |
|--------------------------|--|---|---|
|                          |  |   | analyzing vacancies and absenteeism in the divisions. Senior Management will be able to manage the ministry FTEs properly.  |
| Creative Problem Solving | <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul> | Developing, maintaining and improving forecast activities and presentation.   |
| Drive for Results        | <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> | <p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>  | <p>Identifying and provide viable options in the forecast activities.</p> <p>Ongoing preparation of financial analysis and monitoring of the Ministry's financial performance during the year, this includes complex reviews and evaluations involving to determine the validity of the forecasts/reports presented by the program areas.</p> |
| Agility                  | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>            |   | <p>Forecast process changes on regular basis. Adapting to changes in the various components, schedules, requirement and policies.</p> <p>This is to meet the demand for timeliness and accuracy of the forecast. The time management is crucial in meeting the time driven deadline and accurate results.</p>                                 |
|                          | <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>            |   |   |

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

1. Senior Budget Officers - Ministry of Public Security and Emergency Services
2. Senior Budget Officers in Ministry of Justice
3. Senior Budget Office - Human Services

## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

