

Update

Ministry

Affordability and Utilities

Describe: Basic Job Details

Position

Position ID

[REDACTED]

Position Name (30 characters)

Manager, Financial Planning

Current Class

Manager (Zone 2)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

[REDACTED]

Employee

Employee Name (or Vacant)

[REDACTED]

Organizational Structure

Division, Branch/Unit

Ministry Support Services, Financial Services Branch

☒ Current organizational chart attached?

Supervisor's Position ID

[REDACTED]

Supervisor's Position Name (30 characters)

Director, Financial Planning

Supervisor's Current Class

[REDACTED]

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2022-10-24

Responsibilities Added:

N/A

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

The Manager, Financial Planning manages a team of professional and technical staff, and ensures that the Department's financial resource requirements are met by providing budgeting and forecasting processes and services for differing and complex program areas within the Department.

This position plays a key role in a comprehensive range of budget management and fiscal analysis services for the Department, and Ministry. Working within the parameters of relevant Government Acts and Ministry policies and guidelines, the Manager provides technical, analytical and consultative services to staff in the Department, the Department's senior management and liaises with entities such as the Alberta Utilities Commission (AUC) and Balancing Pool (BP). Effective relationships with the AUC and BP must be maintained to ensure that complex issues relating to the Ministry estimates and fiscal planning are managed.

This position leads and coordinates processes and initiatives required for short and long term budgeting, and current year expenditure forecasting. The Manager analyzes and interprets financial material from the Department, AUC, and BP and compiles and consolidates three-year budget plans and other financial submissions (e.g. quarterly revenue/expenditure projections) that will be reviewed by various bodies, including the Department's senior management and executive team, Treasury Board, Priorities Implementation Cabinet Committee, and the Legislature (e.g., Committee of Supply). The position will also prepare appropriate Minister's briefing materials for Committee of Supply, Treasury Board and Priorities Implementation Cabinet Committee.

Much of the work is extremely confidential, technical and involves highly sensitive information on the proposed budgets and policies (e.g., initiatives that have not yet been publicly announced or changes to staffing levels).

In addition to these key functions, the incumbent represents the Department on a number of cross-government committees and working groups with the aim of ensuring fiscal accountability and the effective use of resources.

Responsibilities

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

1. Summarizes budget information from different branches/business units for executives.
 - Provides leadership and coordination for the compilation and consolidation of the Ministry's annual budget submission to Treasury Board in proper presentation format. This includes supplementary forms and schedules required by the Treasury Board Secretariat.
 - Assists in the preparation of briefing material for executive and the Minister to support presentations to Priorities Implementation Cabinet Committee, Treasury Board, and the public.
 - Coordinates the construction of the fiscal year budget by branch based on each branch's request and management decisions.
 - Acts as the primary contact with the Treasury Board Secretariat's Budget Development Managers to resolve budgetary and forecast issues.
 - Performs an annual review and update of the Department's budget and forecasting procedures to accommodate changes in Treasury Board Secretariat's budgeting, forecasting and reporting procedures.
2. Provides leadership to and works with Departmental staff on financial monitoring and reporting activities. These activities are vital to ensuring the Ministry does not exceed its authorized spending limit, or identify and explain factors that impact the budget and put the Ministry in a position to identify and potentially request additional funding from Treasury Board.

Activities:

- Develops and maintains processes and systems to track Department spending to ensure that expenditure targets are not exceeded.
- Leads and coordinates the preparation, collection and analysis of financial data for review by the Department's senior management team.
- Compiles and consolidates expenditure forecasts, and prepares related analysis for submission and review to the department's senior management team.
- Participates in the preparation of financial and variance analysis.
- Coordinates the development and interpretation of financial management reports and briefing materials submitted to senior managers to support informed decision-making.
- Performs an annual review and makes the necessary changes to the Ministry's/Department's budget structure (e.g., cost centers, work breakdown structures, Department restructuring, etc.)
- Performs an annual review and update of the Department's internal forecasting procedures.
- Assists/leads branches in forecast preparation and analysis by developing/providing training sessions for variance analysis and general forecasting principles.
- Provides branches with guidance and review forecast submissions for reasonableness and identify to management any issues with the forecast.

- Prepares an analysis on the current forecast and financial position for management's use.

3. Leads the quarterly fiscal update process. Provides leadership to and coordinates with Departmental and Ministry staff, on fiscal update activities.

Activities:

- Leads and coordinates the preparation, collection and analysis of quarterly fiscal update financial data for review by senior management.
- Develops and maintains processes and systems to track Ministry fiscal update requests, changes and submissions.
- Presents the information to senior management prior to submission to Treasury Board Secretariat.
- Prepares tables and schedules required by Treasury Board.

Problem Solving

Typical problems solved:

The Manager, Financial Planning is considered to be a Department expert, and represents the Department in the field of financial planning. The position must resolve sensitive issues and balance client and organizational needs in terms of financial management. Financial planning is not a static process and presents a variety of complex problems and issues that may arise with little or no notice. Every year there are changing expectations from the Deputy Minister, ADMs and from Treasury Board and Finance. In addition, Treasury Board and different Cabinet committees will regularly change how to present the Ministry priorities, the business plan and budgets to its members. The incumbent must be able to rationalize these changing expectations and ensure they are adequately addressed.

The incumbent is responsible to ensure that Department and Ministry budget submissions are prepared in accordance with government guidelines and Public Sector Accounting Standards. Judgment must be exercised when dealing with unusual or unique situations. The position works within a broad framework of government policies and practices, and assists external and internal partners to come up with solutions. This requires a high degree of analytical evaluative, open-minded, honest and creative thinking. Decisions can set precedent on issues where there are no clear standards and procedures. An example would be how to best reflect a new program within the Department/Ministry.

Processes used in budget preparation are constantly under review to improve efficiency and shorten timelines.

Preparing the financial analysis and results for the Annual Report and the associated briefing material for the Deputy Minister's and Minister's appearance at Treasury Board, Productivity Review Cabinet Committee (PRCC), and Public Accounts must be coordinated on a very tight time frame.

The position needs to continually challenge the status quo with regard to the existing procedures and systems in order to assess if there are better ways of value-adding alternatives for achieving the desired results or new ways of doing business. An example would be how to revise the preparation of the full-time equivalents (FTE) report to better track FTEs within the Department. Other examples include developing new budgeting and forecasting approaches, processes and systems on a timely and successful basis.

Arrangements and shared service agreements with other Ministries must be budgeted and updated on an ongoing basis. Reorganizations require complex financial analysis and reconciliations to accommodate the shifting resources between entities and Ministries. Change has been, and will continue to be, a constant.

Analytical and problem solving skills are required. An example of a more complex problem is researching and preparing the monthly Executive Report. The data must be consolidated and presented in a concise and clear manner as the audience is senior management who often have limited time to review documents.

The Manager also has to build trust with clients, resulting in greater accountability for clients to reduce their dependence on the Financial Services Branch.

Types of guidance available for problem solving:

The position is supported directly by both the Executive Director, Financial Services and Director, Financial Services and receives indirect guidance from the ADM/SFO.

Preparation of the Ministry's annual three-year budget submission (Estimates) requires extensive coordination with senior management and key financial contacts in program areas, as well as extensive coordination of activities with the AUC and BP.

The Ministry budget submission preparation requires that guidance and direction be provided to AUC and BP to ensure that government timelines are met.

The Manager exercises extensive knowledge, leadership and negotiation skills to provide budgeting, forecasting and other financial services for the Ministry. This involves both discussions and negotiations with senior management in the Department and senior Treasury Board and Finance personnel.

Understanding the Ministry and Department of Affordability and Utilities's business and its legislation.

Sound understanding of the financial reporting and budgeting activities of the Department and the Ministry.

Direct or indirect impacts of decisions:

The timely and accurate preparation of budget information impacts on the entire government consolidation of financial results. Legislated requirements for the timing of the release of quarterly fiscal updates and annual Estimates must be met.

The results of the position are both internally and externally focused. The position is responsible for the preparation of the ministry's expenditure budgets for the business plan, and the external fiscal reporting, which impacts the entire Ministry. This position is also responsible for the briefings in support of these reports and requires close collaboration with all Profit Centers (Departments) and the financial community across the Government of Alberta. The environment is constantly changing and modifications to general instructions intended for government as a whole need to be made on a consistent basis to address ministry specific needs. Detailed instructions are rarely given and it is up to the incumbent to determine new ways on how to organize the contents of plans, reports and presentations while incorporating executive management wants and needs into the various budgeting processes.

The Manager must prepare the appropriate budgetary and forecasting information on a timely basis. The information is used by the Minister and Deputy Minister to secure the necessary resources for the Ministry.

The Manager must ensure that forecast information is presented to the department's Executive Team on an accurate and timely basis throughout the year if the Ministry is to meet its approved spending targets.

The incumbent must develop processes and policies to be used by all program areas, staff, and Ministry Entities, which will ensure accurate and timely results.

The scope of this position is department-wide and externally focused. This position is involved in cross-government committees that deal with solving financial budgeting issues raised by Treasury Board and Finance.

The incumbent must deal with all levels within the Ministry. Externally the position deals with Treasury Board and Finance. This requires diverse human resource skills and a strong ability to balance individual requests while achieving the Minister's goals and objectives.

The complexity of fiscal accounting issues encountered requires solid accounting knowledge and background. However, past practice and precedence is available for most routine decisions. More complicated decisions often need to be made with minimal past practice information to provide guidance at a broad level. Decisions have to be made within the framework provided by the government accounting standards and Public Sector Accounting Standards. This position is subject to a broad framework of policies and guidelines provided by Treasury Board and Finance. The incumbent must possess the ability to adapt to a changing environment and develop accounting processes to accommodate changes to Treasury Board Directives and other government accounting policies. An example would be the development of the accounting treatment for the change to the Balancing Pool structure within the Ministry and how to report this information.

The position has influence on the broader financial controls in government through cross-government initiatives and committees and sharing expertise in a number of areas with other departments and committees.

Key Relationships

Major stakeholders and purpose of interactions:

Minister/Deputy Minister - Provide briefing books to support appearances in front of Treasury Board, CPC and Public Accounts Committee.

Assistant Deputy Ministers - Provide forecast, actual and budget information for decision-making purposes.

Executive Director and ADM/ Senior Financial Officer (SFO) - Provide assurance to both the Executive Director of the Financial Services Branch and the ADM/SFO that the financial information is reasonable, provide advice on various budgeting issues that face the Department and Ministry, provide forecast information on expenditures and advice with respect to the forecasts.

Director, Financial Services - Report on progress/deliverables of work performed by area. Collaborate on projects and initiatives. Provide advice on various budgeting issues, provide forecast information on expenditures and advice with respect to the forecasts.

Financial Planning Team - Perform supervision and direction as well as reviews and approvals on work assignments.

Manager, Financial Reporting and Operations - Collaborate to ensure the delivery of cross applicable initiatives and projects.

Branch Heads - Communication with department branches regarding required budget/forecast/quarter-end/year-end procedures and processes. Provide actual/comparable information to the areas and review variance analysis provided by the branches for reasonableness. Review and make changes to budgeting data as requested by the Divisions. Understand reporting role of branches on revenues, and reporting practices as affecting department Inquiries, data requests and analysis of data required.

Consult to provide guidance and direction on government and department policy relating to financial planning.

Reporting Entities (AUC and BP) - Ensure entities meet financial planning requirements for the consolidated ministry Estimates.

Treasury Board Secretariat - Consultation on complex financial planning requirements for the consolidated Ministry estimates - and quarterly fiscal submission requirements.

Respond to Treasury Board and Finance requests for information to ensure that the Department and Ministry information is consistent with GOA.

Cross-government representatives - Represent the department's needs/requirements on cross-government committees; work with other representatives to develop mutually satisfactory solutions. Negotiation and leadership required in influencing decisions that might impact resources.

Required Education, Experience and Technical Competencies

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

If other, specify:

• University graduation in Commerce, Accounting or related subject

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

4 years of progressively responsible related experience.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's	This position requires a strong understanding of

		<p>objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>how budget decisions impact the operations of different programs and how funding constraints impact the ministry's ability to achieve business outcomes.</p>
Creative Problem Solving	○ ○ ○ ● ○	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>The position is required to take a leadership role for departmental budget allocations, internal reorganizations, and resource allocations. This requires working with multiple business areas to develop effective budget solutions.</p>
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>The Manager, Financial Planning must adapt quickly to a changes in direction from Treasury Board Secretariat and program executives while meeting Ministry and GOA strategic objectives.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if 	<p>The position will focus on achieving goals, for instance allocating operational budgets within a prescribed time frame.</p>

		not immediately accepted • Reaches goals consistent with APS direction	
Build Collaborative Environments	○ ○ ● ○ ○	Collaborates across functional areas and proactively addresses conflict: • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	The success of the position relies on other business units to meet budget goals and must therefore work closely with staff and managers across the Ministry to develop innovative solutions budget constraints.

Benchmarks

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

M410-12, Manager, Business Planning. The Manager, Financial Planning position has broader scope and accountability. M410-12 has only the responsibility for development of the Ministry's business plans and associated activities. The Manager, Financial Planning has the responsibility for the external and internal budget and forecast preparation and planning functions and the associated activities. In addition, the position is responsible for managing professional staff members.

513BO02, Senior Budget Analyst. The Manager, Financial Planning position has more scope and accountability. In addition to the activities identified in 513BO02, the Manager is responsible for the leadership and direction provided to not only internal Department staff, but also to entity financial staff. The Manager is also responsible for managing a team of professional staff.

M420-10 Audit Manager. This position is focussed on royalty calculation and payment. The position requires strong accounting knowledge and work with diverse technical stakeholders, which is similar to the Manager, Financial Planning.

M420-52, Director, Budgets and Forecasts. This position provides strategic advice and support to senior management. The Manager, Financial Planning reports to the Director, Financial Planning, Reporting and Assurance - and supports the Director in strategic planning for the Department.