

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

The Senior Reporting Analyst is a senior reporting expert for consolidating over 80 public school jurisdictions. The complex reporting structure of the Ministry requires an advanced, technical, analytical and consultative skill set to manage Education's financial reporting to the Ministry.

This position is responsible for planning and coordinating processes and initiatives, including the provision of clear instruction and direction/guidance for financial reporting. In addition, the position coordinates the collection and dissemination of financial information into formats consistent with the requirements of public sector reporting and accounting and reporting practices at GOA level. The individual best suited for this position must have a strong working knowledge and ability to use considerable professional judgement in the interpretation and application of Generally Accepted Accounting Principles, Acts, department policies, guidelines, and business practices. Responsibilities include the ability to achieve results within prescribed timelines, ability to evaluate internal controls, ability to effectively communicate with external parties (i.e. external accountants and auditors) and ability to develop risk mitigation strategies.

This position has one direct report and provides professional consultative and advisory support to the Manager Financial Reporting and the Director of the Financial Reporting and Accountability Branch. To ensure compliance with legislation and accounting and reporting standards and existence of adequate controls in financial reporting, this position takes initiative and a lead role in:

- Planning, executing, reporting and analysis of consolidated financial information.
- Updating the Ministry's consolidation procedures for efficiency and effectiveness of the consolidation process.
- Updating financial information templates and financial template instructions including timelines to ensure that effective, accurate and timely information is provided by entities for consolidation financial reporting purposes.
- Ensuring that there are adequate controls for accurate reporting of the financial information provided by the entities on the GOA financial information system (IMAGIS).
- Preparing notes and schedules for the Ministry's consolidated financial statements in accordance with pro-forma provided by Treasury Board and Finance.
- Apply professional judgment based on relevant training, knowledge, and experience within the context provided by relevant professional and technical standards, as applicable in making informed decisions that is appropriate in the circumstances (i.e. increasingly complex nature of the business, monthly and quarterly reporting, which includes significant professional judgment due to the use of estimation, action request related to financial analysis and other ad hoc request).
- Provide cross training to internal team members as well as external preparers.

This position requires regular communication with Treasury Board and Finance to ensure compliance with accounting and reporting practices at GOA level. This position also takes an active role in the discussion with the auditors on detailed controls, procedures, strategy in the preparation of the supporting working papers to meet audit and reporting requirements.

Responsibilities

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

The Financial Reporting and Accountability Branch prepares financial statements for the ministry and some accountable organizations. In addition the branch provides financial and accounting expertise to the divisions and branches within the Ministry and to school jurisdictions.

The Manager Financial Reporting oversees the consolidation of all entities within the Ministry Financial Statements and relies on this position to coordinate, review and analyze financial information for the school jurisdictions. This position focuses on developing plans and strategies to improve internal reporting processes thus allowing the Manager Financial Reporting to focus efforts on strategies to address external reporting issues and emerging risks.

The Senior Reporting Analyst's responsibilities and activities are described below:

1. Reporting

- Communicates with Treasury Board and Finance and OAG re: resolution of accounting issues
- Keeps the Director/Manager aware of identified accounting and reporting issues and provides recommendations.
- Provides ongoing advice and guidance on accounting concerns to senior management and ministry staff
- Participates in cross government working group and attends meetings involving resolution of financial and reporting issues.
- Coordinate and review school jurisdiction and other controlled entity submissions for completeness and accuracy in the development of consolidated financial statements. This involves collecting, compiling, analyzing, summarizing and reporting of financial information from submissions received.
- Correspond with entity accountants (i.e. school jurisdictions) to develop or collect financial information necessary for preparing consolidated financial statements.
- Coordinate the flow of information between entities i.e. related information between school jurisdictions and other government departments or other entities within the Ministry. Ensures

related party transactions are properly accounted for and disclosed appropriately.

- Set up timelines for the school jurisdictions and other entities for financial information submission to ensure that the Ministry meets legislative requirements for financial reporting.
- Identifies adjustments /alignments required on compiled financial information to comply with PSAB financial reporting as determined by Treasury Board and Finance/OAG/AE/school jurisdictions.
- Provides advice and recommends alternative methods in resolving cross Ministry concerns (e.g. inter entity transactions).
- Resolve audit issues identified by OAG and coordinates implementation of recommendations of the OAG.
- Respond to ad hoc request and other work as assigned.

2. Analytical Analysis

- a) Evaluating and reporting to the Manager and Director on the financial results of consolidation by applying techniques such as prior year comparisons, trend analysis, and investigation of large or unexpected variance.
- b) Assessing changes in financial information and the impact to the consolidation process i.e. school jurisdictions' results for non-conterminous year ends.
- c) Assessing the impact of changes in accounting standards.
- d) Performs critical assessments to streamline, enhance processes and mitigate risks.
- e) Provide information/training sessions to entity accountants and staff regarding
 - o Impact of changes in financial accounting/reporting standards (CICPA/PSAB)
 - o Impact of changes to entity and ministry pro-forma statement
 - o Identify and recommend reports to aide in decision making; and /or
 - o Processes and systems for support i.e.) 1GX
- f) Assist in financial reviews of all school jurisdictions and the preparation of the templates and guidelines to collect financial information.

3. Annual Report

- a) Assist/coordinate the preparation of the financial statement components of the Annual report
- b) Prepare Public Accounts' briefing materials for executives

Problem Solving

Typical problems solved:

The financial reporting required to prepare consolidated financial statements is very complex as it includes over 80 entities. Some entities face challenges due to their staffing, size and/or location.

Creative approaches are necessary for resolution of ongoing issues and adaptation of new accounting standards and financial reporting practices. This position has significant contacts with senior accounting staff internally and externally (e.g. school jurisdictions, Treasury Board and Finance and OAG).

Applying judgment is essential in ensuring that the Ministry meets its legislative obligations for financial reporting.

Working as a team to design and implement projects, programs, and processes for quality improvement.

Must be able to juggle many deadlines and huge projects at once. i.e. prepare for Public Accounts and still oversee quarter end workload and submission.

Types of guidance available for problem solving:

The Senior Reporting Analyst works within the parameters of established legislation, policies, directives, and business

plans and must be familiar with relevant Ministry budgetary and financial reporting guidelines. Key pieces of legislation and guidelines that set parameters and expectations include the Education Act, The Government Organization Act, Financial Administration Act, Sustainable Fiscal Planning and Reporting Act, Funding for School Authorities Manual, Education Guides; Private Schools and Private ECS Regulations; Auditor General reports; financial regulations and policies as determined by the Minister and Deputy Minister. Other resources available to the Senior Reporting Analyst include the Canadian Institute of Chartered Accountants Handbook and the Public Sector Accounting Standard Handbook.

Work is reviewed in terms of achievement of outcomes and performed under general supervision, with minimal specific direction or instructions as to how work is approached and completed. Assignments are reviewed for the quality of analysis and conclusions provided and the extent to which results meet requirements of Ministry representatives, Treasury Board and Finance, and stakeholders. The accuracy, timeliness, and completeness of financial information provided to the executive team, and Treasury Board and Finance are also critical.

The Manager is to clarify broad goals, objectives, frameworks and priorities and provide consultation and guidance as necessary.

Direct or indirect impacts of decisions:

This position takes a broad view of financial matters by identifying issues, recognizing their impact, and developing associated recommendations and solutions. For example, this position must be able to critically analyze and evaluate the financial health of school authorities and proactively inform management as to potential risks/issues. This position also reviews trends and research in applicable areas and performs comparative analyses of similar issues in other provinces or countries.

The Senior Reporting Analyst works with staff at various levels of the Ministry, providing consultation, advice and guidance to managers in relation financial reporting and controls. This position also collaborates with Treasury Board representatives and education stakeholders to determine and explain the financial impact of changes in government or accounting policy. In addition, the Senior Reporting Analyst participates in sector and cross-Ministry committees and project teams, providing input and ensuring the requirements of branches, the sector, the Ministry, and stakeholders are communicated and understood.

This position collaborates with sector staff members, clients, and stakeholders to prioritize and complete responsibilities. The Senior Reporting Analyst uses initiative to analyze and consolidate complex financial information and develop and maintain management reporting processes. Creativity is required to design schedules and tables that clarify and support financial information presentations and recommendations, along with innovative solutions to financial issues.

The Senior Reporting Analyst functions with considerable independence, making decisions as to the analysis and presentation of financial transactions, processes and prioritization of responsibilities to meet deadlines. This position is expected to discuss matters outside the scope of the branch or with the potential to significantly impact Ministry business areas with the Manager/Director. Complex or contentious policy interpretations are referred to the Manager/Director, as are financial issues of broad magnitude, major expenditure variances, and politically sensitive situations.

Key Relationships

Major stakeholders and purpose of interactions:

- Corporate Services Staff, School Jurisdictions' Accountants/Staff, to resolve financial issues, provide direction and/or clarification regarding Ministry and GOA financial policies, procedures and reporting.
- Office of the Auditor General and Treasury Board and Finance - to respond to questions raised and to resolve identified issues.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
			CPA/CA/CMA/CGA

If other, specify:

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

- Independent and creative problem solving and leadership skills for planning, prioritizing and coordinating projects and activities.

- Excellent communication and relationship skills, in order to maintain the provision of high quality financial services.
- Extensive knowledge of financial procedures, internal controls and accounting and auditing principles and techniques, to enable the provision of expert advice and counsel.
- Extensive knowledge of the diverse range of programs delivered by the department, and the associated policies and procedures
- Knowledge of various departmental, government-wide and business related computer systems (e.g. IMAGIS)
- A related university degree and/or accounting designation CPA (CGA,CMA or CA) with extensive audit experience in government, private practice, or industry, or an equivalent combination of education and experience provided the candidate is enrolled and pursuing a recognized accounting designation such as MBA, CPA (CA, CMA or CGA)
- Extensive knowledge of internal financial control and techniques, audit procedures and working paper requirements.
- Ability to work cooperatively and productively with others to achieve results.
- Ability to establish working relationships with other Ministries (e.g. Alberta Infrastructure).

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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Builds and maintains relationships with colleagues within department and the finance community to have resources to resolve common issues and to develop consistent strategy. • Offers support and guidance to stakeholders on complex issues and provides recommendations to Manager. • Collaborates with other team members and financial services staff for year end consolidation.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within 	<ul style="list-style-type: none"> •The Senior Reporting Analyst looks for improvements to current processes and identifies efficiencies. •Works with members of other Financial Services branches, other ministries, OOC and TBF and takes multiple viewpoints into consideration when problem solving.

		guidelines	
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"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<ul style="list-style-type: none"> •The Senior Reporting Analyst must think ahead and plan for upcoming changes to accounting standards, policy and regulation changes, and identify potential issues impacting reporting. •Must understand the higher level operational and mandates within Education to address specific actions.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<ul style="list-style-type: none"> •Consults with school authorities on wide range of complex issues and includes members of other branches to achieve collaborative results. •Collaborates with colleagues in the branch, finance community, and centres of excellence to address different issues and to find guidance as needed.

Benchmarks

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

024FN15 - Senior Financial Analyst

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.

