

Working Title Manager, Financial Planning and Budgets	
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Treasury Board & Finance
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Present Class	Requested Class Manager Zone 2
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Cost Center	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

Reporting to the Director, Financial Planning & Budgets (FPB), this position is responsible for the execution of financial resource requirement and reporting processes for Treasury Board and Finance (TBF). These processes include but are not limited to the Ministry’s Financial Plan (Budget, Estimates, Targets and other Budget Documents), Quarterly Financial Updates, Legislative Committee briefings, revenue updates and other ad hoc requests for information from Treasury Board Committee. This is accomplished by assisting in the development and maintenance of a comprehensive, timely and high quality financial resource requirement process. The position is responsible for the reconciliation and client communication of TBF’s budget values against those published by the GoA, submitted to Treasury Board Committee / Treasury Board Secretariat (TBS) used by departments and entities. In addition, the manager assists clients with the interpretation of their financial management reports.

Financial Services within Treasury Board and Finance provide financial services to the Department of Treasury Board and Finance, as well as the departments of Executive Council, Communications and Public Engagement, and the Public Service Commission, as well as the various reporting entities within the ministry of Treasury Board and Finance.

This manager position would provide oversight to a team of two budget officers. The manager would also be the primary manager responsible for work on two of FPB’s client departments and provide support on the other two client departments as required. The position would also represent the Ministry on cross-government committees to develop and improve financial & budget practices to the departments that TBF Financial Services is responsible for. The manager would act for the Director in their absence.

Due to the complexity of the four departments that TBF Financial Services is responsible for, this manager position could serve the overall Government of Alberta financial community as a training ground to help fill vacant financial services manager or director positions elsewhere in the Government of Alberta in the future.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

Provide financial planning services leading to the development of the client departments' three year budget

- Review work that relies on client submissions and the team's budget officers for accuracy, reasonability, completeness and compliance based direction provided by FPB
- Assist clients with the completion of budget submissions
- Analyze client submissions, identifying risks and developing options as appropriate

Coordinate and prepare budget finalization documents and ministry Estimates in accordance with Treasury Board Secretariat (TBS) guidelines

- Ensure ministry tools (FINC and other working papers) have been updated to reflect changes to organizational structure and/or budget structure
- Review TBS guidelines and tables to identify changes and related impact to the ministry
- Complete and assist in validation of all required TBS tables and templates, including the Fiscal Amounts Tracking System (FATS)
- Completion of submission documents (i.e. submission memos, various templates to TBS)
- Review Estimates documents for accuracy and completeness

Provide support to divisions to manage divisional budgets and forecasts of annual operations and identify spending pressures

- Working with Budget Officers, client departments and program areas to ensure accuracy of their budget and forecast.
- Provide 1GX training and troubleshooting as required
- Consolidate forecast information from clients and complete relevant TBS tables.
- Identify and analyze significant variances
- Attend meetings with program areas regarding their forecasts / budget submissions as required.
- Maintain effective communication with clients to discuss expenditure trends and to provide guidance regarding budgets and forecasts

Coordinate preparation ministry briefing materials (Committee of Supply, other ad-hoc requests)

- Assist with confirming the required format and identifying any changes from prior format(s)
- Coordinate requests to program areas, ensuring responses are received in a timely manner
- Review responses for accuracy of information
- Compile briefing material using appropriate software (Word, InDesign, Publisher, SharePoint)

Work with other areas of TBF Financial Services

- The TBF FPB team is part of the broader TBF Financial Services team which includes Financial Reporting, Financial Operations, Procurements and Benefit Plans and the Investment and Debt Accounting Group.
- A number of issues that arise require the FPB team to work in conjunction with the other teams within Financial Services in order to provide the best service to our client departments.

Assume a leadership role in identifying opportunities for process enhancements

- Development, testing and implementation of technical solutions
- Committee of Supply process
- Yearly and ad hoc updates to budget tools
- Troubleshooting and training regarding technical enhancements
- Continuous evaluation of current processes

Assume a leadership role within the FPB team and developing the team's Budget Officers.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

This position is an integral part of the TBF's Financial Planning and Budgets team, providing a comprehensive range of financial management and analysis services to the ministry of Treasury Board and Finance (including Communications and Public Engagement and Public Service Commission) and the ministry of Executive Council. Given the very diverse clientele, and the complexities involved regarding intra-ministry transactions, the budget and forecasting processes of TBF's Financial Planning and Budgets team are among the most complex in government.

To be successful, this position must have an understanding of the programs and issues facing our client departments and related entities, and have an overall knowledge of the ministry's financial planning policies and procedures. This position participates in the review and analysis of these issues, and in recommending viable solutions. This position provides another valuable liaison between Financial Planning and Budgets and Treasury Board Secretariat.

Advice and consultative services are provided to various levels of staff, creating communication challenges that must be resolved often within very rigid timelines, while maintaining a very high degree of accuracy. The Director of Financial Planning and Budgets relies upon the review, analysis and recommendations completed by the Manager as part of the budget and forecast process. The Manager's analysis and reporting is based upon constant interaction with the Budget Officers on the team and program area staff at all levels within our client departments.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.

Technical Knowledge

- Excellent analytical skills
- Proficient knowledge of 1GX and ability to run reports out of 1GX
- Working knowledge of the Fiscal Amounts Tracking System (FATS)
- An understanding of GoA budgeting policies and procedures
- A knowledge of, and ability to interpret relevant legislation
- Excellent skills with the Microsoft Office suite, namely Microsoft Excel.

Communication

- Strong verbal and written communication skills are essential as this position works with a wide range of individuals across various levels of the ministry
- Experience in preparing briefing documents to senior leadership
- Ability to respond to sensitive issues professionally and accurately
- Ability to prepare clear and concise reports with a high degree of accuracy and attention to detail

Independence

- Time management and multi-tasking abilities are imperative as this position is expected to effectively handle the requirements resulting from multiple time-sensitive requests
- Exercise professional judgement and make operational decisions affecting day-to-day functions
- Conceptualize, plan and carry through to completion assigned tasks and projects

Teamwork

- Use a collaborative approach in the provision of customer service and issue resolution

Innovation

- Ability to identify issues in service provision or process flows, and recommend viable options
- Ability to develop solutions and provide recommendations to senior management

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.

- Ability to think strategically

Training and Education

- University degree plus four years related experience, preferably within the public sector
- Completion or pursuit of a professional designation (CPA, CA, CMA, CGA) or a willingness to pursue would be considered an asset

CONTACTS: The main contacts of this position and the purpose of those contacts.

- Assistant Deputy Minister / Senior Financial Officer – Briefing materials, receiving direction on special projects and action requests
- Director – Provide advice in matters of staffing, financial processes, internal controls and strategic direction.
- Budget Officers – Provide guidance and leadership in overall branch priorities
- Other Financial Services Divisions / Department Program Areas – Collaboration and consultation on projects
- Divisional Staff within client Departments – Providing support regarding budgeting/forecasting requests and other special requests as required.
- Treasury Board Secretariat (TBS) – Discussion and resolution of issues, responding to TBS questions, provision of data to TBS.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

Budget Analyst – 50026763 (Budget Officer 3)
Budget Officer – 50011868 (Budget Officer 1)

CHANGES SINCE LAST CLASSIFICATION REVIEW: List the significant changes that have occurred in your job since the last review.

n/a

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.