

Update

Ministry

Hospital and Surgical Health Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Budget Analyst

Current Class

Budget Officer Level 3

Job Focus

Corporate Services

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Finance and Capital Planning/Financial Planning

☐ 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

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager of Financial Planning, the Senior Budget Officer plays a critical role in managing a comprehensive range of budgetary and fiscal analysis functions. This position provides professional, technical, analytical, and consultative services on financial matters to the senior management, ministry staff and external stakeholders.

The Senior Budget Officer supports the Financial Planning unit in meeting the Ministry's accountability responsibilities by:

- Developing processes for preparing the Ministry's annual budget submission to Treasury Board and finalizing the Ministry's Main Estimates, including the Minister's briefing package and key budget messages for the Committee of Supply debate.
- Providing analysis and recommendations on Health Entities budget and forecast submissions for the Assistant Deputy Minister (ADM) and Executive Directors in the department of Health.
- Collaborating with the Corporate Financial Planning area, Health Entities and other Ministries to build partnerships and ensure accurate updates and financial reports are prepared for the Ministry.

The Senior Budget Officer assists in analyzing financial results for the Government of Alberta's Annual and Quarterly Fiscal Update publications and contributes to the Ministry's Main Estimates and Annual Report, including conducting financial variance analysis and providing recommendations.

The Senior Budget Officer provides professional guidance and consultation on budgets, forecasts, financial policies, regulations, and procedures to support senior management decision-making and the achievement of Ministry business plan goals. The position also drives continuous improvement by:

- Analyzing and resolving financial issues
- Streamlining processes and activities to enhance efficiency
- Developing procedures and presentations to improve financial management reporting and budgeting for the ADM and Executive Team

This position requires an in-depth understanding of accounting and finance functions including economic/forecast modeling, a comprehensive knowledge of programs and operations offered by the Ministry. The incumbent must demonstrate sound analytical skills, the ability to multi-task in an environment where the objectives are not always clear with tight timelines.

Through these responsibilities, the Senior Budget Officer plays a pivotal role in ensuring the Ministry's financial operations are effective, transparent, and aligned with strategic priorities.

Responsibilities

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

1. Budgeting and Fiscal Planning

- Prepares financial information and variance analyses, including identification of major cost pressures, funding options and overall opportunities and risks facing the Ministry.
- Support the preparation of Budget submission to Treasury Board
- Compiles and consolidates Ministry's annual expense, revenue and capital budgets and three-year fiscal targets, including briefing materials and presentations for Treasury Board, and Committee of Supply.
- Communicate, clarify, and advise Health Entities on budget targets issued by Treasury Board.
- Prepare short and long-term fiscal analysis and briefing materials on major issues and budget scenarios to reflect budget adjustments and develop recommendations for review and approval of senior management.
- Support development of the three-year business plan to ensure it incorporates the strategic direction of approved budget targets.

2. Forecasting

- Reviews forecast submissions compiled by Health Entities for accuracy and completeness.
- Develops and maintains processes and systems to track Health Entities' spending, ensuring spending targets are not exceeded and that Treasury Board is appropriately informed.
- Prepares Supplementary Estimates requests in alignment with scheduled quarterly fiscal update submissions to Treasury Board.
- Communicates Treasury Board instructions to Health Entities regarding Quarterly Fiscal update requirements, including submission timelines.
- Prepares recommendations for managers in response to competing budget alternatives.

3. Financial Administration

- Ensure compliance with and uniform application of accounting principles and practices.
- Ensure Health Entities understand financial requirements to provide accurate and complete financial information.
- Provide advice on the interpretation of financial and accounting policies.
- Develop procedures to collect required financial information.
- Research, identify, and recommend best practices and changes to internal operations and policies to streamline processes, minimize risk, and improve financial impacts on the Ministry.
- Develop and implement processes, operational policies, and procedures to meet business requirements.

4. Supports the Executive Director and Director in achieving the mandate and goals of the Branch.

- Responds to action requests and other inquiries, providing senior management with decision support through the preparation of correspondence, briefing notes, and financial reports.
- Researches, compiles, and develops information and summaries for complex initiatives and issues.
- Collaborates with Branch, Ministry, and Government representatives to promote the coordination and integration of functions and activities.
- Participates in unit and Branch business planning activities, ensuring that Branch staff are informed of issues impacting the work area.

5. Communications

- The Senior Budget Officer collaborates with staff across the Department and Health Entities to provide guidance and support for decisions related to financial and budget matters.
- Effectively communicates with branch management, budget analysts, and Treasury Board contacts.
- Offers expert advice and input on budget and financial administration matters.

6. Leadership

- Leads and coordinates special projects ensuring accurate analysis, while considering the effects of proposed changes to policies.
- Offers expert advice and input on budget and financial administration matters.

Problem Solving

Typical problems solved:

- Provide consultation, guidance, and advice relating to budgets, financial administration and fiscal analysis to branch staff at all levels.
- Conducts research and analyze data.
- Interpret legislation, guidelines, and Government technical requirements for staff.
- Manage and prioritize financial planning requests with competing and tight deadlines.
- Effectively use word processing and spreadsheet software (i.e. Word and Excel), 1GX, and other systems as required.
- Work independently as well as contribute collaboratively in a team environment.
- Demonstrate initiative and creativity in relation to assigned responsibilities.
- Think strategically.

Reporting to the Manager, Financial Planning, the position ensures financial resources of Health Entities are allocated equitably and each branch is able to operate effectively in meeting their business goals. Implementation and review of internal controls, financial processes and procedures, as well as monitoring of expenditures is achieved through this position. This position directly impacts the operations of the Department of Health. The provision of effective financial expertise, consultation, and leadership is necessary to ensure that management has the necessary tools and advice for making strategic decisions with the most effective utilization of resources.

Types of guidance available for problem solving:

The Senior Budget Analyst must take a comprehensive view of budget and financial matters within the Ministry by identifying complex issues, recognizing their impact and developing recommendations and solutions. This position is responsible to work closely with internal and external clients and members of the Financial Planning team to complete responsibilities. The Senior Budget Analyst works within the parameters of established budgetary and financial policies and guidelines. Work is reviewed in terms of achievement of outcomes.

Direct or indirect impacts of decisions:

This position works with the Corporate Financial Planning team, Health Entities and Treasury Board to ensure financial policies and procedures are followed.

This position has a responsibility to address Ministry financial challenges and contribute to the wellbeing of the Ministry as a whole, over and above the needs of any one division or Health Entity.

Key Relationships

Major stakeholders and purpose of interactions:

Assistant Deputy Minister - Provide updates on divisional financial situations and issues. Discuss financial strategies, provide advice to support strategic decision making to prevent or resolve issues.

Director and Manager, Financial Planning - Information sharing and discussion of how to address risks and issues.

Director and/or Manager, Financial Reporting - Discuss and resolve financial reporting issues.

Corporate Budget Team Members - Consult and collaborate on financial planning matters with stakeholders and co-workers to achieve Ministry goals.

Financial Policy and Operations Unit - Consult and collaborate to ensure grants receive proper approvals and adhere to department policies and procedures.

Required Education, Experience and Technical Competencies

Education Level

Focus/Major

2nd Major/Minor if applicable

Designation

Bachelor's Degree (4 year)

Business

CPA/CA/CMA/CGA

If other, specify:

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

The Senior Budget Analyst requires knowledge of:

- Budgeting, financial administration and financial forecasting and costing theories, techniques, and processes.
- Specific reporting systems, financial requirements and accounting concepts used in the Government and Ministry.
- Relevant legislation, directives, and procedures relating to budgeting and financial administration (e.g. Generally Accepted Accounting Principles - GAAP, Public Sector Accounting Board - PSAB, Financial Administration Act, Government Organization Act, Government Accountability Act, Fiscal Planning and Transparency Act, grant regulations and Treasury Board Directives).

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 objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities	Understands the big picture and the impacts of Entities and Department financial decisions and how that connects to the Ministry funding pressures, budget

		<ul style="list-style-type: none"> • 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 	decisions and the three year fiscal plan
Creative Problem Solving	○ ○ ● ○ ○	<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 	Breaks down problems, undertakes appropriate research and investigation and draws on experiences to solve problems. For example, suggesting changes to budget and forecasting processes within the Divisional process to be more efficient and effective.
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 	Willingness and ability to effectively work in and adapt to change. Able to modify approach to situations, encourage new ideas and solutions. Quickly adapt to changing priorities and provide innovative solutions.
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Values team diversity, and supports personal development 	Shares information, knowledge and experiences.