

Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Team Lead, Budget Analyst

Current Class

Budget Officer Level 3

Job Focus

Supervisory Level

Corporate Services

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Financial Services, Financial Planning

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

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 Director, Financial Planning and Reporting, this position is responsible for leading a team of budget analysts in financial planning for the Ministry of Environment and Protected Areas (EPA). This process includes but is not limited to the Ministry's monthly forecasts, financial plan (Budget, Estimates, Targets and other budget documents), Quarterly Financial Updates, Legislative Committee briefings, revenue

and cash flow updates and other Treasury Board ad hoc requests. This is accomplished by assisting in the development and maintenance of a comprehensive, timely and high quality financial resource requirement process. In addition, the Team Lead assists divisional and program area staff with interpretation of their budget as well as assist them with financial planning related process questions.

The responsibilities of this position relate to the Ministry, its department as well as its various reporting entities (e.g. Funds and Agencies). This position provides oversight to a team of budget analysts as well as works collaboratively with another Team Lead within the team to monitor and deliver financial planning functions of the Ministry. The position is to represent the Ministry on cross-government committees to develop and improve financial and budget practices within the Department. Team Lead may act for the Director in their absence.

Responsibilities

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

The following accountabilities exist within the legislative context of the *Financial Administration Act* and the *Government Accountability Act*. These in turn influence regulations, Treasury Board Opinions, Ministry policies and branch best practices. The core operational 'products' include but are not limited to the following:

- Financial components of the 3-Year Business Plan, the Fiscal Plan (including the budget, estimates and targets, capital and amortization requirements and other budget documents)
- Financial updates: monthly and quarterly forecasts, revenue updates and cash flow estimates
- Legislative committee briefings: Cabinet Policy Committee and Committee of Supply

By way of context, the processes and systems this position uses are largely externally imposed by GoA or Treasury Board and Finance. The systems with a few exceptions require minimal manual intervention/reconciliation and are automated. 1GX is used as the exclusive ERP system of GoA and the Team Lead must be proficient in using financial modules within the system. The Team Lead must also be proficient with the Fiscal Amounts Tracking System, for budget reporting to the Treasury Board Secretariat, MS Office products including Excel, Word, Power-point, and Outlook.

Implement, coordinate and assist with the strategic planning framework for the Ministry

- Assists in the development and implements the operational aspects of the financial updates and legislative committee briefings utilizing available resources.
- In regards to financial updates and briefings; this position assists in the development of operational and strategic advice which is provided to the Director, SFO and Executive Team. This advice is done through the review and analysis of documents, issues and processes.
- Assists in understanding and communicating the impact of financial updates and briefings. This includes resource allocation decisions, revenue and expenditure budgets and reasonably contingency plans.
- Assists in the development of supplemental and other funding requests and submissions to Treasury Boards.
- Prepares updates, corrections and comparable adjustments as required to the above. Communication of these changes within the branch, Financial Services, budget clients, Executive Committee and Treasury Board.
- Assists in the preparation of additional explanatory information for the budget planning process. This includes draft memos to the SFO/Deputy/Minister/Treasury Board, draft speaking notes for the minister, background materials and other documentation to support and understand financial and budget decisions. This is done in consultation with the Ministry's program divisions, communication branch, Director, SFO and Executive Committee.
- Liaison with Treasury Board Committee.

Assists in the operation of the Budgets and Forecasts unit

- Assists in reviewing the formal documents required by Treasury Board for both the operational and capital

strategic planning framework. Provides suggestions for the use, implementation and improvement of the above to the Director.

- Assists in the review, reconciliation and keeping results of the strategic planning framework into the Financial System. Maintains requisite control values and continuity schedules to ensure budget accuracy with explanations of changes.
- Maintains the budget/forecasting calendar and communicates these results to the program branches.
- Assists in the annual review and updates of the Ministry's strategic planning processes to accommodate changes from Treasury Board. As the process, tools and methods are subject to frequent modifications of varying complexity, the changes must be evaluated and made in a timely manner.
- Assists in the annual review and makes the necessary changes to the Ministry's budget structure (e.g. program and organization coding within 1GX). This activity involves obtaining input from the program branches and preparing a review for Executive Committee. These changes must be reviewed and negotiated with Treasury Board and are in alignment with the Ministry's Business Plan.
- Develops and keeps current documentation describing the operation of the branch using current and the best available technology (e.g., SharePoint).
- Provides supervision and guidance to direct reports.
- Responsible to be aware of relevant legislation, regulations and Treasury Board decisions affecting the above duties.
- Serves on Ministry and GoA wide committees and user groups that seek to maintain and improve tools directly and indirectly affecting the branch. Presents concerns and requirements and reports back changes and updates to the Director.

Problem Solving

Typical problems solved:

The position has operational focus for the results that affect the entire ministry. The position is responsible to keep the Director apprised of major budget and business planning issues that may arise. The operational implementations of processes that are developed, implemented and maintained by this position have significant impact on the overall financial accountability of the Ministry. Under the direction of the Director, this position has the authority to investigate financial matters from all divisions and entities that come to the attention of the Director or SFO.

As the ministry has complex and comprehensive consolidated, clients and entities, this position must be able to apply sound financial business and technical processes across client groups while retaining detailed knowledge of the highly variable business operations of the clients.

Types of guidance available for problem solving:

The Team Lead functions within the context of established statutes, policies, directives and guidelines. The Director FP, who is the direct supervisor, will be main source of guidance, along with colleagues, including the second team lead. ED is also available to clarify broad goals, priorities and provide consultation. Within these parameters this position is delegated authority to determine approaches to finance related issues.

Direct or indirect impacts of decisions:

The work of the incumbent effects the entire Ministry through the budgeting and forecasting processes, and TBF legislation, directives and policies. As the position is a key member of the financial planning team and leads the budget analyst in assisting the director in monitoring and analysis of financial activities of the Ministry, the position influences allocation, reallocation and action plans relative to the budgeting and financial planning across Environment and Protected Areas. This position is relied upon by the director to keep the ED and program areas aware of any material financial issues and/or challenges and collaborate for a resolution. The incumbent assists the Director to provide timely reporting and accurate responses from TBF, Infrastructure and Service Alberta. The position influences the actions or decisions that impact the delivery of Ministry programs and services.

Key Relationships

Major stakeholders and purpose of interactions:

Direct reports: Daily to provide them guidance and directions, assign task and other supervisory duties.

Other team leads and managers in Corporate: coordinating information and providing information on asks.

Program Area staff, including senior managers: For seeking information and/or clarification, providing guidance and direction on financial matters.

Director, Financial Planning: day to day contact to receive guidance and direction as well as to provide updates, advice and information to the director.

External:

OAG, as required to respond to audit inquiries relating to budget and forecast.

TBF budget staff, frequently to provide input into cross government budget processes. Obtain information on financial planning, budgeting and forecast requirements and processes. Ensure TBF contacts clearly understand Ministry plans and budget issues.

Infrastructure/Service Alberta staff, as required when receiving / preparing capital plan reports and submissions.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Economics	

If other, specify:

Accounting designation an asset. CPA/CA/CMA/CGA

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

- University degree in a related field such as Commerce, Business, or Finance plus related experience or a related diploma plus 3 years directly related experience.
- Strong working knowledge of 1GX and its various modules and reporting/analytic tools including system processes.
- Strong understanding of computer applications such as MS Excel and Word.
- Thorough analytical skills from a strategic perspective as well as complex technical skills.
- Strong ability to work independently with minimal supervision, ability to identify issues and determine the appropriate course of action, strong leadership and interpersonal communication skills, and well-developed advisory and consultancy skills.
- Sound Knowledge of government financial Planning (Budget/Forecast), audit, accountability, and internal control principles and practices.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
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	-Develops budgets and forecast with a holistic view, anticipates challenges and provides recommendation.

		<p>opportunities</p> <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 	<p>Provides guidance and direction to other finance staff as well as non finance staff in program areas and considers broader impact of advice and recommendations.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<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>Understands challenge at hand and provides solutions which are practical. Always finds ways to improve processes and improve efficiency.</p> <ul style="list-style-type: none"> - this position requires to work in a demanding environment with strict deadlines and tight schedule, it requires the need to balance conflicting priorities to meet deadlines - this position require the ability to readily adapt to changing situations and issues and work well under pressure
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>Anticipates and proactively addresses challenges by finding solution through collaboration and innovation.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress 	<ul style="list-style-type: none"> - This position is responsible for developing and maintaining strategic relationships and alliances the effect collaboration to further the ministry's financial

		<ul style="list-style-type: none"> • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>interest.</p> <p>-Works with Financial Reporting to focus on continuous process improvement to align budget and actuals</p>
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Benchmarks

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

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.

