

New

Ministry

Service Alberta and Red Tape Reduction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Financial Planning

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 Manager of Financial Planning reports directly to the Director of Financial Planning. This position provides qualitative and quantitative insight into the strategic financial (fiscal planning, budgeting, and forecasting) operations of the Ministry to maximize the efficient and effective utilization of government resources and manages Ministry's accommodations and parking requirements.

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

This position plays a role in comprehensive range of budget management and fiscal analysis for the Department and Ministry. Working within 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. Effective relationships with entities 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. Coordinates the Department's internal budget and forecast cycles for the Operating, Capital,

and Financial Transactions supply (appropriation) votes. The Manager analyzes and interprets financial information from the Department and its entities to compile and consolidate three-year budget plans and other financial submissions (eg. quarterly revenue/expenditure projections) that will be reviewed by various bodies including the Department's senior management and Executive Team, Treasury Board and Finance, Cabinet Policy Committee, and legislature (eg. Committee of Supply). The position will also prepare appropriate Minister's briefing materials for Committee of Supply, Treasury Board and Cabinet Policy Committee and provide advice, develop and recommend options.

This position works with highly confidential and sensitive budget and policy decisions and will be required to execute sound judgment. This position will also work closely with divisional contacts and liaise with Alberta Treasury Board and Finance as required to address their requests and ministry submissions.

Responsibilities

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

1. Strategic Financial Information

- Oversee the compilation and preparation of the Ministry's Estimates, Supplementary Estimates, and the financial statements contained in the 3 year Business Plan. This includes but is not limited to the following processes:
 - Early Reconciliations, a readiness process designed to accurately capture
 - changes to the government or ministry's structure,
 - emerging accounting practices or policies,
 - changes in legislation,
 - changes to presentation of the GoA's fiscal plan, and
 - anomalies in the GoA budgeting consolidated process.
 - Revenue Forecast and Updates, this information is used by Treasury Board to determine the government's spending capacity.
 - Program Reviews, used to identify
 - opportunities to improve effectiveness and efficiencies of programs,
 - redundant programs,
 - potential program consolidations, and
 - potential re-alignment of programs within government.
 - Coordinating Budget and FTE requirements for the Department and Entities (eg. Alberta Enterprise Corporation and Alberta Innovates Corporation).
 - Budget Briefing Binders: identifies the Ministry's spending priorities and pressures.
 - Voted Appropriations: sets Ministry legislated spending authority for a fiscal year.
- Oversee the preparation and financial analysis for:
 - Briefing materials for the Minister and Deputy Minister for use at government committees such as Treasury Board Committee, Committee of Supply and Public Accounts.
 - Program Area forecasts and analysis for discussion with the Senior Financial Officer, Assistant Deputy Ministers, Deputy Minister and Minister.
 - Information used by the Program Areas' in allocating their approved budgets.
 - Financial updates used by the Senior Financial Officer at Executive Committee meetings. This includes identifying operational issues, budget issues, cost pressures, potential surpluses or deficits, and prospective plans on utilizing surpluses or addressing deficits.
 - Ministry cash flow forecasts submission.
- Oversees the internal budget allocation and monthly forecasting process
 - Works with the Director, Financial Planning, Executive Director, Senior Financial Officer, and Assistant Deputy Ministers to determine the allocation of operating, capital investment and financial transaction budgets.
 - Coordinates a team of professionals who investigate and report on forecast risks, variances and anomalies.
 - Brings together financial and statistical information to formulate management reports used to evaluate the efficiency and effectiveness of Ministry's operations.

- Financial Analysis Models/Business Case Analysis
 - Responsible for the review of financial components in business cases for accuracy, reasonableness, and completeness.
 - Provide advice to program areas in the development of forecasting or financial analysis models.
 - Monitor and communicate economic forecasts and financial statistics in support of financial analysis contained in business cases.
- Works with Financial Reporting and Policy
 - Report Ministry's budget in the Annual Report;
 - Provide variance explanation between the Budget and Results achieved; and
 - Participate in the annual financial audit conducted by the Office of the Auditor General.

2. Shared Services Cost or Recovery (Schedule C and Change Order Process)

- Oversees reporting and monitoring of the financial aspect of signed agreements between Ministry and clients for the provision of shared services,
- Identify and execute budget transfers between Ministry and clients.
- Coordinate the quarterly forecasting process to shared services clients.
 - Respond to client inquires regarding quarterly forecasts.
 - Work with Program Areas to improve communications with clients on the financial aspects of shared or IT related services.

3. Capital Planning (Treasury Board)

- Review of capital project submission details, including full asset lifecycle costing of capital and any incremental operating funding as well as a thorough review of supporting documentation such as third party needs assessments or internal business cases prepared by program areas. Managing complex planning issues and influencing appropriate development of capital project submissions.
- Identify capital investment requirements for the Department and Entities (Alberta Enterprise Corporation and Alberta Innovates Corporation) and provides a compelling submission to Treasury Board through the quarterly memo or annual budgeting process.
- Work with the program areas and Entities to ensure the capital proposal is value-added for government.
- Coordinate preparation of capital information for the Infrastructure Report

4. Accommodations and Space Planning

- Manage a process to identify the accommodation needs of the Department.
- Ensure the accommodation needs of the Department are addressed with due consideration for Alberta Infrastructure's standards and mandate regarding accommodation.
- Act as the first point of contact with Alberta Infrastructure in the issues resolution process.

5. Unit Management

- Manages a team of professionals responsible for delivering strategic financial planning and analysis services.
 - Responsible for the development of a team of versatile, innovative and responsive professionals.
 - Ensure that the Unit's goal of providing professional and quality planning, budgeting, forecasting, reporting processes and services to assist Program Areas in making financial and business decisions are met.
- Manages a team of professionals responsible for the accommodation and space needs of the Department
- Ensure that communication with clients is maintained at the highest possible level by all Unit staff and that staff adopt a customer orientated service approach.
- Approve performance contracts and learning plans for Unit staff to ensure that each staff member has appropriate developmental opportunities.
- Ensure that all Unit staff understands the Ministry business plan and how Unit supports the Ministry in achieving its goals.

Problem Solving

Typical problems solved:

- Working with program areas/Entites to investigate and determine the cause of variances between budget and

forecast and whether the variance will materialize and be continuous.

- Investigate and present innovative solutions that are still within the financial policies, principles and guidelines
- The most challenging situation within this role is to work with the program areas to present an accurate forecast of the financial year-end position. The Manager must balance the information received from the program areas against other factors known to Corporate Financial Management on the likelihood of the forecast presented is accurate.
- Managing expectations and request with limited resources.
- Revenue projects and forecast impact the Government of Alberta's spending, as spending can not exceed revenues by legislation.

Types of guidance available for problem solving:

- In-depth knowledge of relevant GoA acts, legislation, policies and procedures in all aspects of finance, coupled with the ability to apply this knowledge in such a manner as to program areas to meet their business plan goals while also meeting the accounting standards and requirements of the GoA.
- Knowledge of various budgeting and forecasting processes and their effects, as well as the ability to guide professionals and managers in their application of said processes.
- The position also requires a balance between service and control as well as sensitivity to the impact of decisions on the Ministry and its clients.
- A thorough knowledge of Ministry delivered services, policies, procedures and planning processes. This knowledge is essential to provide advice and solutions from a financial and strategic perspective and to assist line management in achieving their goals.
- Knowledge and understanding of GAAP (Generally Accepted Accounting Principles).
- This position requires knowledge of business-related software such as 1GX and MicroSoft Office products (in particular - Excel), in order to maximize the efficient and effective use of Ministry resources.

Direct or indirect impacts of decisions:

- The Manager holds a fiduciary responsibility to monitor the Minister's spending to ensure the Ministry operates within its legislated budget. Failure to monitor and timely report budget to forecast variances could result in either an unplanned outcome such as
 - an efficient use of Ministry's budget to meet its business goals, or
 - the encumbrances of future year budgets.
- The Ministry is a service focused organization with diverse clients: citizens, business, and other government or quasi-government organizations both provincial and federal. In fulfilling his fiduciary responsibilities the Manager has to consider how advice or decision made will impact the Ministries service orientated mandate.
- The Ministry has a complex budget structure due to inter-dependencies between the program areas, credit or cost recovery initiatives. In addition, the Ministry continually faces budget pressures from internal and external demands for service. The Manager has to understand the complexities within the Ministry's business and the relationships between the budget and program areas.
- Government budget estimates is directly tied to its revenue estimates as the budget estimate can not exceed revenues. Lack of due diligence in assessing revenue projections and forecasts impacts government spending.
- In addition to these key functions, the incumbent represents the department in a number of cross-government committees and working groups with the aim of ensuring fiscal accountability and effective use of resources.

Key Relationships

Major stakeholders and purpose of interactions:

Executive Team Members, Executive Directors, Senior Managers & Managers

- Through a collaborative effort of sharing information both financial and statistical, this position is responsible for calculating and reporting the current position of the organization, where it is headed, and then communicate the compiled and analysed information back to its stakeholders.

Regularly

- The primary objective is to ensure that the Ministry manages its voted estimates while meeting its business plan goals by working with program areas to monitor, report, investigate
- This position requires effective communication with the executive team, executive directors and Ministry Entity contacts in order to exchange information as it relates to the strategic direction of the Ministry.
- The incumbent is also responsible for identifying resource management concerns within specified operational areas, program areas, and service delivery areas. The level of consultation is more detailed than that of the ADM, and is performed on a daily basis.

Financial Planning Team

- Regularly This position is responsible for coordinating the daily activities of three budget officers, responsible for delivering financial consulting with a high level of client focus.
- This position mentors budget officers in developing their financial management skills.

Treasury Board and Finance

- At a minimum - Quarterly This position facilitates the processes of translating the Department's fiscal plans into the GoA fiscal plan.

Senior Financial Officers Periodically to discuss cross government or inter-ministry issues

- Support and execute initiatives assigned through the Controller's Office or SFO Council as it relates to the government's fiscal plan.

Office of the Auditor General Annually In support of the annual Attest (financial) audit.

Shared Service Clients At a minimum - Quarterly Provide forecasting information to the clients to support their internal forecasting processes.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Business		CPA/CA/CMA/CGA

If other, specify:

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

- Five to seven years of related experience in progressively responsible positions within government or other large organization.
- Minimum of two years of supervisory experience.
- An undergraduate degree with major course work in finance and accounting is preferred, supplemented with progressive experience in budgeting, accounting and financial reporting in a government setting.
- Enrollment in, or completion of, CPA professional accounting designation is preferred in order to apply generally accepted accounting principles in the Government reporting environment to ensure that the preparation of financial information is governed by ethical and professional standards.
- Equivalences will be considered.

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		

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>The incumbent has the ability to assess options and implications in new ways to achieve outcomes and solutions.</p>
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>The incumbent has the ability to anticipate, assess and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>The incumbent fosters positive and effective relationships with a range of stakeholders and staff internal to the Ministry and across the Government of Alberta. Demonstrating the ability to connect and build trust, diplomatically managing relationships brings differing perspectives together.</p>
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		<p>The incumbent understands that the work done within the APS is part of a larger integrated and inter-related environment. It is important to know</p>

			that work done in one part of the APS impacts a variety of other groups/projects inside and outside the APS. Systems thinking allow us to keep broader impacts and connections in mind.
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 	The incumbent requires to know what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and external stakeholders

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.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature