

Working Title Financial Analyst	Name	[REDACTED]
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Position Number [REDACTED]	Reports to Position No., Class & Level MGR 2	Division, Branch/Unit Technology Support Operations, /Financial Services	Ministry Technology and Innovation
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Present Class	Requested Class FIN 3
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Dept ID	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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

Broadband and Strategic Support Services, embracing the government wide approach, builds and fosters strong relationships across the Division(s) they are accountable for supporting. The Financial Services unit, through collaboration with Division(s), leads, the development and implementation of consistent financial practices and standards to achieve efficiencies and leverages information and effort across branches, decreasing duplication and increasing the value to the Government of Alberta (GOA) and providing reporting and analytics to enable strategic decision making at the executive level.

Reporting to the Manager, Financial Services, the incumbent provides executive and line area management with budgetary and forecast information and analysis, financial analysis and management reports to ensure the ongoing changing needs of divisions are being met. This includes responsibilities for ensuring the accuracy of financial analysis and information, through conducting necessary reconciliations and investigations, and resolving financial variance and business processes.

Additional responsibilities of the Financial Analyst include:

- Forecasting for multiple expenditure officers, ensuring timeliness and accuracy and predicting outcomes allowing for effective use of funds and predicting future trends;
- Budget variance reporting, providing in-depth explanations including impacts including executive level communication;
- Creation and analysis of expenditure trend reports for the Director of Financial Services;
- Review of internal controls with GoA Best Practices and implementation of Ministry policies and procedures for risk mitigation; and
- Assisting the Office of the Auditor General with reports and reconciliations for various audits.

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 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Within their assigned portfolio the Financial Analyst ensures allocation of annual budgets are effectively managed through review, analysis and reporting of budget, forecasts and actual expenditures.
 - Through collaboration and consultation, prepares and completes timely and accurate budget and forecast submissions for expenditure officers ensuring accuracy and completeness, providing advice and guidance to management at all levels on financial information to assist them in planning and controlling their operations.
 - Identifies and works with Expenditure Officers to explain significant variances in actual or forecasted results as compared to budget, and works in collaboration with Strategic Policy and Financial Services to present the program area with viable solutions to business issues taking into consideration the proposed solutions impact on the program areas budget.
 - Prepares

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- Evaluates and reports on financial performance compared to prior year and budget allocations. This includes using methods such as trend analysis, investigating variances to be presented to the Manager, Financial Services, and the Director, Financial Services.
2. Provides an advisory and consultative service to the clients:
- Works with expenditure officers to resolve enquires, educate on accountabilities, assist in meeting timelines and the provision of information required.
 - Leveraging experience and knowledge, guide clients in the establishment and maintenance of financial and establishment structures ensuring they are inline
 - Analyzes and reports on spending pressures, and prepares supplementary analysis and presents alternatives and makes recommendations as necessary.
 - Monitors Full Time Equivalent (FTE) usage, budget and actuals by business areas.
 - Prepare and load the monthly forecast in the ERP system, prepares journal entries as needed to correct coding errors or reallocate charges.
 - Understand the GoA Capital Asset Policy and provide guidance to business areas.
 - Using an in-depth understanding of the GoA Tangible Capital Asset policy, manages the capital asset life cycle including, asset coding and setup, tracking expenditures against the asset, moving the asset from AUC into service and disposing of the asset at the end of its useful life.
 - Interprets reports to inform project financial decisions including if and when projects meet capitalization criteria, when assets should be put into service v. written off, and knowledge of project forecasts for reporting purposes.
 - Manage the Change Order Requests (CORs) billing process within the assigned branch to ensure the Ministry is recovering expenditures related to RFS and SOW's completed on behalf of external stakeholders.
 - Interpret reports to inform project financial decisions (e.g., what do the results mean in relation to expected project outcomes or business operations etc.).

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- As a team member, the Financial Analyst must develop a sound understanding of current financial functions and process to assist clients in resolutions of issues and development of solutions relating to their financials.
- This position uses its knowledge of accounting practices and principles, and PSAB, and GoA directives, standards and policies to ensure that proper financial and accounting practices are being executed.
- Ability to apply knowledge of generally accepted accounting principles and generally accepted auditing standards to financial activities.
- Display knowledge of business concepts and practices as they relate to departmental activities.
- Ability to interpret and apply government and departmental legislation, regulations, policies and procedures.
- Working knowledge in 1GX financial modules (General Ledger, Accounts Payable, and Purchasing).
- Ability to balance and handle both complementary and conflicting priorities in both an efficient and effective manner. Critical thinking and analytical skills in combination with professional judgment are required.
- The Financial Analyst receives direction from both the Senior Financial Analyst, and Manager relating to specific tasks and timelines of assignments. An expectation exists that the Analyst will undertake those responsibilities with little supervision from senior staff. The position requires the Financial Analyst to apply critical thinking and professional judgement to make appropriate decisions in an independent manner as it relates to accomplishing the assignments.
- The Financial Analyst should engage senior staff appropriately when necessary for direction and instructions as it relates to the work.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- University degree or diploma in accounting supplemented by 3 years related experience in contract management including review and preparation of contract budgets and related schedules, and experience in preparation and review of financial statements.
- A sound understanding of project accounting and a working knowledge of cost accounting are essential.
- Knowledge of Government and Ministry Contracting policies, regulations and procedures/processes.
- Sound knowledge of financial analysis.
- Strong computer skills including expert level skills in Excel and Word.
- Experience with ERP systems such as 1GX
- Experience with process improvement, documentation and requirement gathering
- Good interpersonal skills.
- Excellent communication (verbal and written) skills.
- Ability to exercise professional judgement and tact when dealing with matters of a sensitive and confidential nature.
- Strong analytical, decision-making and organizational skills.
- Good understanding of Ministry's and Regional contract and financial policies, procedures and guidelines.
- Abilities to work independently as well as part of a team.
- Knowledge and experience with IT is considered to be an asset.
- Knowledge of PSAB and GAAP.
- Demonstrated ability to develop and maintain collaborative working relationships across the government and within the team is imperative.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The Finance Analyst will interact with Expenditure Officers and Project Managers to learn their portfolio, gain business knowledge and be notified of business decisions that will affect the financials. The Finance Analyst will relay financial information to the Expenditure Officer, Senior Financial Analyst and Manager, IMT Strategic Financial Services when required.

The Analyst will address any questions or concerns by the Expenditure Officer and the Manager, Strategic Financial Services as needed. The Analyst will work with the Senior Financial Analyst, Expenditure Officer and Corporate Finance to ensure the financial reports are accurate and timelines are met.

The Analyst will also work with other ministries with regards to chargeback billings.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

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