

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

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 Budget Analyst provides support and guidance to the Assistant Deputy Minister (ADM) and Executive Directors in an assigned Division by providing financial expertise in the management and administration of the Division's finances. The position is responsible for coordinating with professional and technical staff to ensure the integrity of financial information. To be effective in the role, the incumbent must consult directly with forecast preparers, reviewers and expenditure officers, in addition to providing strategic advice regarding budgeting, forecasting, reporting, grants, and internal controls.

This position plans and coordinates processes to ensure staff in assigned Division(s) are provided with instructions, guidance, and support required for budgeting and forecasting. The incumbent also reviews, analyzes, compiles and consolidates budget/forecast information prior to submission to the Corporate Financial Planning area (FP) for exercises such as funding requirements, salary and benefit reconciliations and business planning requirements. The incumbent will identify best practices regarding grant processes and reporting. The incumbent must demonstrate sound analytical abilities, the ability to multi-task and the ability to balance the needs of the assigned Division(s) with those of FP.

Providing strategic advice, and responding to divisional inquires on budgeting, forecasting, and information requests from the Minister, Executive Team and Treasury Board and Finance is also a function of this position.

Responsibilities

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

1. Budgeting and Fiscal Planning

- Provide strategic and operational support to the assigned division for the development and preparation of the annual budget to ensure resources are best aligned and appropriately managed.
- Manage and recommend allocations of the assigned areas' annual budget to ensure assigned division's meet their business plan goals.
- Compiles and reviews divisional budget submissions for accuracy, completeness, conformance with guidelines, and justification for budget variances.
- Provide direction and guidance to program staff to ensure that financial resources align with identified business goals.

2. Forecasting

- Co-ordinate and assist program staff in preparing forecasts and monitoring expenditures.
- Answer questions and follow-up on forecast inquiries from program staff and the Corporate Financial Planning area.
- Monitor FTE and salaries, wages and benefit allocations.
- Coordinate the preparation of financial variance analysis and other financial information as requested by Financial Planning.
- Review assigned areas forecast for accuracy and completeness and investigates any discrepancies.
- Analyze data and financial submissions, identifying risks and developing options as appropriate.
- Develop and maintain processes and systems to track division spending and vacancy management (including reporting on filled positions and status of vacancy recruitment) to ensure targets are met.

3. Financial Administration

- Ensure compliance and uniform application of accounting principles and practices.
- Ensure program staff has the understanding of financial requirements in order to provide accurate and complete financial information.
- Provide advice in the interpretation of financial and accounting policies.
- Provide advice to assigned division regarding expenses in alignment with policies, legislation, guidelines, and directives.
- Develop procedures in order to collect financial information as required.
- Work with program staff to ensure that financial information is categorized correctly (operating, consumption of inventory, inventory acquisition, capital investment), is complete and reflects the activities of the division.

4. Grant Management

- Ensure grants are administered according to department policies and procedures.
- The incumbent works closely with division staff and the Financial Policy and Operations branch to ensure that grants are properly approved.
- Provide advice on grants.
- Facilitate the review financial reports from stakeholders as requested by program area.
- These activities ensure that grants are administered in accordance with department policy and procedures and ensuring accountability from our stakeholders and the Auditor General.

5. Communications

- The Divisional Budget Analyst interacts with staff throughout the Department, with an emphasis on providing advice and guidance to forecast preparers, program managers, and senior managers to support decisions relating to financial and budget matters.
- Effectively communicate with branch management, other budget analysts, and program area contacts.
- Assists with the development and interpretation of financial reports and briefing materials submitted to senior and executive managers as a basis for making informed decisions.

- Provides advice and input on budget and financial administration matters.

Problem Solving

Typical problems solved:

This position directly effects the financial operations of the assigned division as well as the financial operations of the Department of Health. 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. This is critical given the majority of the programs in the assigned division are complex. Poor planning could result in the division and department not being able to meet their business objectives.

The incumbent focuses on the development and enhancement of methods and tools to maximize the effectiveness and efficiency of budget management and fiscal analysis, with an emphasis on developing processes to describe, examine and monitor financial issues facing the assigned Division(s). This position requires, not only, an in-depth understanding of all relevant accounting and financial guidelines, but also a comprehensive understanding of the various programs contained in assigned Division(s).

This position ensures resources of the assigned division(s) are allocated equitably and that each branch/ unit is able to operate effectively in meeting their business goals. Implementation, and review of internal controls, financial processes/ procedures, as well as monitoring expenditures is required by this position.

Types of guidance available for problem solving:

The Budget Analyst must take a comprehensive view of budget and financial matters within assigned Divisions 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 Budget Analyst works within the parameters of established budgetary and financial policies and guidelines. Work is reviewed in terms of achievement of outcomes. Work is reviewed by the Senior Budget Analyst and the corporate financial planning team.

Direct or indirect impacts of decisions:

This position works with fellow budget officers assigned to other divisions, with the Financial Planning and Reporting branches, and with the Financial Policy and Operations Branch to ensure department policies and procedures are followed. This position has a responsibility to address department financial challenges and contribute to the wellbeing of the department as a whole, over and above the needs of any one division.

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

Executive Directors, Program Managers - Provide updates on financial matters, budgets, forecasts, expenditures, and grants. Provide advice on finance policy and procedures to resolve issues.

Divisional Budget Analysts - Ensure consistent application of financial policies and processes, and information sharing.

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.

Required Education, Experience and Technical Competencies

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

If other, specify:

Equivalences may be consider; government experience is considered an asset.

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

The 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, Public Sector Accounting Board, 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"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • 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>Understands the big picture and the impacts of Divisional financial decisions and how that connects to the Departments funding pressures, budget decisions and the three- year fiscal plan.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	<p>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.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 	<p>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.</p>

		<p>others</p> <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>Creates and maintains good working relationships with Divisional areas assigned to support. Able to be effectively communicate between program area and finance to achieve desired results.</p>

Benchmarks

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

Regional Budget Officer, Central Children and Family Services Authority, Children and Family Services

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.

