

New

Ministry

Agriculture and Irrigation

Describe: Basic Job Details

Position

Position ID

50080509

Position Name (30 characters)

Financial Review Analyst

Requested Class

Finance 1

Job Focus

Corporate Services

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Financial Services/Financial Services/Compliance

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Finance 3

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the [Financial Analyst](#), the Financial Review Analyst supports the Financial Compliance and Systems Branch in the coordination and execution of financial process and internal controls reviews required for providing assurance on the integrity of the Ministry's internal Control environment. This position is an integral role in evaluating all transactions for compliance to existing legislation, policies and Treasury Board Directives. The position is also responsible to identify inefficient, redundant and/or ineffective controls, provide recommendations for improvement, [assists in the development of risk mitigation strategies to manage identified risks](#) and support greater transparency and accountability to the citizens of the province . The incumbent assists in compiling financial information that is disclosed externally to ensure fair and reasonable practice by public service employees. This position requires the incumbent to possess a strong ability to communicate with those within and outside the financial arena. Some decisive actions are required.

This job provides support to the Accounting Officer function by conducting reviews of expenditure, payroll and revenue transactions. Data sampling techniques are employed and any irregularities are followed up with the originating branch, program area or division. This position also conducts reconciliation of data in 1GX to ensures the integrity of financial information in the system that is relied upon by management. This position also responds to ad hoc requests for information

[This role is advisory and consultative as well as supportive to program area outcomes.](#)

Responsibilities

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

1. Review the integrity of data and information relating to the Ministry's operations and financial reporting
 - Identify population and data sets for compliance and internal control reviews
 - Initiate sampling of transactions for review utilizing the appropriate sampling techniques and queries
 - Conduct review of transactions utilizing the appropriate testing methodology and templates to ensure Department policies are adhered to, and transactions are processed as required under various Financial Acts, regulatory frameworks and policies and directives.
 - Summarize findings; Follow-up on non-compliant transactions or internal controls failures and findings. Provide statistical summaries of activities and findings to management.
 - Follow up on Notices of delay from Service Alberta, ensuring timely resolution. Monitor trends for management reporting and action
 - Design and/or run Queries as required to obtain information from databases on an as requested basis
 - Assist with reviews of new or enhancements to existing Financial Systems.

Assist with the performance of risk assessments on processes and special review plans to address risks

2. **Support the use and/or enhancement of financial processes and reporting requirements for effective internal controls and documentation in the execution of financial information reporting.**
 - Assist in obtaining related supporting documentation and data from various program areas for analysis.
 - Assist in electronic and manual record management responsibilities for expense claims, P-Card transactions and Compliance Review records.
 - Perform analytics on assessment results to support management decisions.
 - Provide training and direction to clients on requirements relating to Government of Alberta and Alberta Agriculture and Irrigation accounting information, procedures and related systems
 - **Support the Senior Financial Officer in ensuring adequate system of internal controls and segregation of duties, related to financial transactions.**
 - Build positive and professional relationships with stakeholders to maintain customer satisfaction
 - Attend cross government meetings on financial processes as required.
 - Carry out backup duties of the Financial Systems Administrator (Program Services 1)
 - Carry out backup duties as required for the Financial Compliance Analyst (FN 3)
 - Perform other tasks as assigned by Supervisor
3. **Training & Assistance**
 - Assist in the preparation of Policy and Compliance educational manuals and/or training materials and assist with formal and informal delivery of training.
 - Assist with providing training and education to AGI employees on the use of the Expense Claim System and P-Card system etc.

Problem Solving

Typical problems solved:

This position is responsible for reviewing the integrity of data and information relating to the Ministry's operations and financial reporting and identifying potential internal control and/or segregation of duties risks. In situations where risks cannot be avoided, the incumbent identifies mitigating controls and/or other tools to ensure risks are minimized.

Types of guidance available for problem solving:

Guidance is available on from the GOA Accounting Officer community, Handbook and other GOA Financial Policies, TBF Directives and Regulations. Judgment is required to determine appropriate line of action in situations where a weakness in internal controls is observed or identified.

Direct or indirect impacts of decisions:

This position is a key support role for the review and assurance of Departmental internal financial controls to confirm effectiveness and provides recommendations for changes as appropriate. Errors in judgment could create significant financial control exposure, including fraud and other financial losses. In addition

to a risk to the department's reputation, confidence in the Government of Alberta as a business partner could be at risk, depending on the magnitude of the situation.

Key Relationships

Major stakeholders and purpose of interactions:

1. Department program staff involved in financial transactions, including expenses, grants, contracts and other transactions using automated financial systems (1GX, Concur, GMS, CAS, etc.) - review, report, advise and make recommendations on risks and financial internal controls.
2. All department staff with a delegation of authority in 1GX - respond to questions regarding authority within system; recommend changes where appropriate.
3. Divisional/branch staff - determine areas of concerns, issues and other potential risks to investigate.
4. Manager, Financial Compliance and Systems (supervisor), Senior Financial Officer, Executive Directors, Expenditure Officers, and Financial Administrators - coordinate the collection of various financial information for compliance and special reviews.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Other		

If other, specify:

Plus 2 years of experience. Equivalency 1 year education/1 year experience or vice versa.

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

Technical and general knowledge, sufficient to interpret the Government of Alberta financial acts, such as the Financial Administration Act, Government Accountability Act, Government Organization Act, Treasury Board Directives, Orders-in-Council and Travel, Meal and Hospitality Expenses Directive, is required to understand the requirements and limitations of various processes.

A demonstrated working knowledge of the Government of Alberta's financial systems, including 1GX, Concur, EPS and others in order to retrieve information and advise appropriately is required.

Excellent writing skills are required for report writing, materials preparation and design.

Computer skills, particularly in Microsoft Office tools, is required in order to obtain and maintain information and data, provide formatted presentations and to effectively use the e-mail communications systems.

An understanding of the FOIP Act is necessary to ensure that information is collected from and/or released only to authorized individuals for authorized purposes.

Strong interpersonal skills are required and must be very discrete when interacting with the variety of individuals and types of information encountered.

Research skills, including the ability to collect, analyze, disseminate, organize and prioritize information for decision-making purposes is required. Accurate reporting of information through attention to detail and verification activities is necessary, and the ability to communicate with all levels is a must.

A good understanding of the Ministry, priorities and business processes is required.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to 	<p>This position reviews the internal control environment and provides supporting and corroborative evidence that it is functioning operationally as designed.</p>

		<p>understand broader goals</p> <ul style="list-style-type: none"> • Aware of how organization adds value for clients and stakeholders 	
Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>Works collaboratively and in consultation with program areas to resolve issues varying from "how to" address deficiencies in control weaknesses up to training them on best practices and procedures that drive efficiency.</p>
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	<p>This position receives information from various program areas and usually a first port of call to colleagues seeking input from financial services.</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system 	<p>With involvement in multiple areas of financial services mandate such as compliance and internal controls, there is a need to multi task, prioritize clear objectives and work closely with supervisors to achieve goals.</p>

Benchmarks

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

021PS79 - Intern-Business Analyst