

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

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:

Background Information
Alberta Education, with technical input from Alberta Infrastructure, reviews submissions from school boards for new building and building renovation projects to assess, prioritize and submit capital funding requests to the Alberta Government's capital planning process. In addition to developing the provincial school capital plan, Alberta Education develops policies and procedures for the effective planning and implementation of the school facilities capital program, the Infrastructure Maintenance and Renewal program, and the Operations and Maintenance program.

Position Summary
The Financial Analyst provides comprehensive and complex financial, analytical, and consultative services to support the Capital Planning Sector in meeting its mandate, goals, and priorities. This position is responsible for financial information management and reporting; financial systems coordination and support; and financial analysis services in support of capital planning for education infrastructure. In consultation with colleagues and working within the parameters of Generally Accepted Accounting Principles (GAAP); relevant legislation, policies, and guidelines; the Funding Framework for School Authorities; and Ministry business plans and practices, the Financial Analyst analyzes, monitors and reports school infrastructure financial information to senior management, identifies and resolves associated issues, and performs financial and analytical services for Sector programs.

This position reviews financial information submitted from school jurisdictions in relation to education infrastructure requirements and projects, and identifies associated significant business and financial risks. The Financial Analyst works closely with K-12 Fiscal Oversight Sector to identify and resolve discrepancies or concerns in relation to budgets,

cash flows and final costs of school infrastructure projects, as well as liaising with representatives of the Ministry and other departments, including Alberta Infrastructure and Treasury Board, to collaborate on activities, resolve issues, and exchange relevant information and services.

Reporting to the Capital Planning Manager, this position performs all work in accordance with relevant Government and Ministry legislation, policies, and guidelines.

Responsibilities

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

1. Complex financial analysis and reporting services, including evaluation and interpretation of data associated with Capital Planning Sector program delivery and education infrastructure capital planning for school jurisdictions, are provided to ensure senior management has comprehensive, accurate, and timely information for planning and decision-making.

Activities:

- Reviews and analyzes budgets, final costs, and requests for additional funding for school infrastructure, identifying appropriate coding and initiating adjustments to align with organization and program structures.
- Monitors and maintains accurate financial data for school infrastructure projects, identifying any discrepancies and following up with Infrastructure, Strategic Financial Services and or Treasury Board as required to achieve resolution.
- Collaborates with Strategic Financial Services to prepare regular financial reports relating to capital planning for school infrastructure and school infrastructure programs.
- Develops recommendations regarding cash flows for capital projects for review by the Capital Planning Directors.
- Identifies project funding issues and recommends options to address them.
- Tracks expenditures/funding flows against the budget/plan and identifies areas requiring follow-up with school jurisdictions.
- Compiles, organizes, and records year-end commitments for school infrastructure projects.
- Researches, analyzes, and develops management reports in support of ongoing activities, including completing financial impact analyses for business decisions and developing alternatives to address capital concerns.
- Develops ad hoc internal reports for management review and analysis.

2. Financial, analytical, and consultative services are provided in support of the Capital Planning Sector and the provincial school capital program.

Activities:

- Collaborates with and supports Capital Planning staff to review and analyze funding requests from school jurisdictions.
- Maintains and analyzes capital planning financial data to identify trends in costs and other concerns, developing associated recommendations and solutions as appropriate.
- Performs financial analyses of information relating to budgets and reports for school infrastructure projects.
- Develops and submits annual final reports upon completion of analyses of financial information for school infrastructure projects.
- Collaborates with Budget and Fiscal Analysis branch to ensure accuracy of cash flow payments associated with school infrastructure projects.
- Provides financial expertise/analysis/advice to support Capital Planning projects/initiatives.

3. Technical and consultative support services associated with the ongoing development, implementation, and improvement of Capital Planning Sector financial systems are provided.

Activities:

- Assists in the development of recommendations for an improved financial tracking system to support the school capital program, based on an in-depth understanding of the requirements and linkages between the various existing systems in Strategic Financial Services, Infrastructure and Treasury Board.
- Provides expertise and input to development of business cases and documentation for a new financial system.
- Provides input to design, programming, testing, and system code maintenance for Sector financial systems.
- Provides technical training and consultation to staff members using financial systems, responding to enquiries and developing information and reference materials for internal and external users as required.

Problem Solving

Typical problems solved:

This position performs complex financial analysis and reporting for diverse information which requires interpretation of applicable GOA/Education/School Capital Manual policies and processes. The position creates and develops new information analysis and reporting systems; and provides reports and consultation to support senior management planning and decision-making on strategic financial matters related to school infrastructure. The Financial Analyst interacts extensively with representatives of Strategic Financial Services, Alberta Infrastructure and Treasury Board to provide information, coordinate activities, negotiate solutions, and implement recommendations as appropriate.

Types of guidance available for problem solving:

Decisions outside established policies and processes or without precedent are discussed with the Planning Manager, as are highly unusual or sensitive issues or situations. The supervisor reviews complex financial analysis projects or reports completed by this position prior to submission at the executive level to ensure major assumptions are valid and requirements are completely addressed. The Financial Analyst is expected to discuss matters outside the scope of Sector programs or with the potential to significantly impact operations or stakeholders with the Planning Manager.

Direct or indirect impacts of decisions:

The Financial Analyst provides complex financial, analytical, and consultative expertise in support of capital planning programs and projects, as well as analyzing budget and final cost reports received from school jurisdictions to ensure accountability for funding received from the Ministry. This position is required to develop a solid understanding of GOA/Education/school jurisdiction funding policies and processes and provide advice/expertise to the Capital Planning in interpreting those policies, particularly as it relates to process improvements. The position must maintain an integrated view of Sector activities and school jurisdiction financial matters when analyzing information, identifying issues, recognizing impacts and trends, and developing recommendations to address issues and/or foster improvements. The Financial Analyst requires a comprehensive understanding of Sector programs, government financial reporting and accountability requirements, and relevant financial systems and tools to analyse, report, and ensure the accuracy and integrity of financial information.

Key Relationships

Major stakeholders and purpose of interactions:

The Financial Analyst has ongoing contact with:

- Branch, Sector, Division and Ministry representatives to provide and exchange complex financial and program information and reports; identify and resolve issues; and represent the Branch on project teams and working groups as required
- representatives of other departments (i.e. Alberta Infrastructure and Treasury Board) to provide and exchange information; resolve issues and concerns; and coordinate activities

Required Education, Experience and Technical Competencies

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

If other, specify:

Accounting

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

The Financial Analyst requires comprehensive knowledge of:

- advanced financial analysis and reporting theories, techniques, and processes, including financial statement preparation
- generally accepted accounting principles and related accounting theories, practises, and techniques
- internal control, financial accountability and reporting, and accounting principles, concepts, and practises used within the government and Ministry
- funding processes and procedures for the Ministry and government capital planning process.
- relevant government and Ministry business plan goals, mandates, and organizational structures
- Ministry, Division, Sector, and Branch business priorities, programs, directions, operational requirements, clients, stakeholders, and related issues
- relevant legislation, regulations, and manuals (i.e. School Act, Funding Manual and related processes, School Capital Manual, Financial Administration Act, Freedom of Information and Protection of Privacy Act)
- relevant financial information systems and software tools (i.e. SAFRS, SADS, PRISE, CETS, EXTRANET, BLIMS, SFDS, Documentum, OPDS, Outlook, PowerPoint, Publisher, Word, and Excel)

The Financial Analyst must have strong and demonstrated:

- analytical, conceptual, and research skills

- verbal and written communication skills, including ability to communicate financial information in a non-technical and concise manner to senior Ministry decision-makers and stakeholders, as well as influence decisions and actions
- consultation, interpersonal and presentation skills
- negotiation and conflict resolution skills
- problem-solving and decision-making skills
- organizational and time management skills to prioritize multiple and diverse responsibilities and meet deadlines
- commitment to confidentiality, tact, diplomacy, and client service

The Financial Analyst must be able to:

- effectively present and defend analyses, assumptions, options, and conclusions to Ministry representatives, clients, and stakeholders
- provide consultation, guidance, and advice relating to complex financial, reporting and accountability issues
- interpret legislation, guidelines, and financial requirements
- identify sensitive issues and recommend appropriate responses and recommendations
- manage and prioritize demanding tasks having competing and tight deadlines
- work independently as well as contribute effectively in a team environment
- demonstrate sound judgment, initiative, and flexibility relating to assigned responsibilities

This position requires a professional accounting designation (CA, CMA, CGA) and/or related degree or diploma and considerable related progressively responsible experience.

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>When reviewing tasks, ensure that systems approach is taken to fully understand impacts to various groups. Careful consideration of regulation, acts, policies and financial accounting standards is important.</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 others • Anticipates obstacles and stays focused on goals 	<p>Anticipate potential obstacles and changes in direction within tight timelines.</p>

		<ul style="list-style-type: none"> • Makes decisions and takes action in uncertain situations and creates a backup plan 	
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	Work towards outcomes and focus on proactive solutions and a step-by-step approach to moving forward. Be proactive in creating opportunities for improvements and efficiencies.
Build Collaborative Environments	○ ○ ● ○ ○	<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 • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Collaborates with others across the ministry, including other program areas and corporate finance.

Benchmarks

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

023FN17, Energy, Financial Analyst