

New

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

[Redacted]

Position Name (30 characters)

Manager Financial Planning

Requested Class

Manager (Zone 1)

Job Focus

Corporate Services

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

[Redacted]

Employee

Employee Name (or Vacant)

[Redacted]

Organizational Structure

Division, Branch/Unit

Financial Services, Financial Planning

☐ Current organizational chart attached?

Supervisor's Position ID

[Redacted]

Supervisor's Position Name (30 characters)

[Redacted]

Supervisor's Current Class

[Redacted]

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position reports to the Director, Financial Planning and supervises a team of Budget Analysts and a Capital Planner. The Manager, Financial Planning supports the Director, Financial Planning in providing guidance, analysis and recommendations to the Ministry Executive Team (ET) and the Minister relating to Budget, Quarterly Fiscal Updates to TBF and the internal monthly forecast.

This position is responsible for facilitating the budget and forecast process for the ministry with the following key deliverables:

- Using final budget targets provided by Treasury Board and Finance (TBF), produce detailed Ministry Budget Documents for Minister's signature.
- Create briefing materials to support the Minister's presentation of the Ministry Budget to Committee of Supply (COS).
- Coordination and continuous improvement of the Ministry's budget allocation, forecast and variance reporting processes to support monitoring of the Ministry's Financial Plan.
- Ensure accurate, appropriate budgetary disclosure in Ministry publications such as Fiscal Plan, Estimates, Annual Report, Financial Statements, and News Releases. This involves working with representatives from branches within in the Financial Services Division, across the Ministry of Environment and Protected Areas and other Ministries including TBF - Treasury Board Secretariat and other Ministries as necessary.
- Foster ongoing quality performance of Budget Analysts through the creation of Performance and Learning Plans for all team members and performance feedback and reviews with individual team members.

- As part of the Division's management team, provide input, recommendations and analysis to support the Division's strategic planning and ongoing operations.

Responsibilities

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

1. Budget Cycle (External):

- Support the Director, Financial Planning to prepare briefing materials for the Ministry's quarterly forecast and budget submission to Treasury Board. Briefing materials include Minister memo, briefing notes, power point presentations and various supporting financial tables detailing cost pressures, savings and rational to support the request.
- Cost pressures and savings are identified and prioritized through extensive consultation with Executive Team and the respective Program Leadership.
- Update and maintain budget and forecast information in FATS and detailed ministry budget working papers. Ensure working papers reconcile to budget submissions.
- Upon receipt of final budget targets from Treasury Board and Finance, and based on extensive consultation with program areas, coordinate creation of final detailed Budget Estimates for Minister's signature and publication in the Government of Alberta Estimates to be tabled in the Legislature on Budget Day.
- Support the Director, Financial Planning by reviewing Treasury Board Secretariat materials including write-ups and financial tables.

2. Committee of Supply:

- Coordinate creation of Committee of Supply briefing materials to support Minister's presentation of Published Estimates at the Committee of Supply. This includes collecting and updating (1) program descriptions that support the appropriations requested in the Estimates, (2) extensive analysis of year-over-year variances, (3) issues and facts briefings and narratives (4) business plan key objectives and performance measures (4) fiscal plan sections and various other information such as Q&A and budget day briefings.
- Develop and compile supplementary budget briefing material for the Minister and ET through analysis and reconciliations as required to support the the budget cycle.

3. Detailed Budget Allocation, Forecast and Variance Reporting (Internal Budget Cycle):

- Seeking input from program areas, TBF and other ministries, continually improve the Ministry's budget allocation, forecast and variance reporting processes.
- Provide annual workshops to program managers, expenditure officers and program support staff to communicate improvements to the processes for detailed budget allocation, forecasting and variance reporting.
- Support the Team Lead, Financial Planning by providing guidance, advice and consultation to program areas in the preparation of their forecast and variance submissions ensuring ET recommendations to the Minister support ongoing management of the Ministry's budget appropriation to achieve the Ministry's Business Plan goals.
- Ensure Budget Analysts review detailed budget and forecast from program areas for accuracy.
- Support the Team Lead, Financial Planning with a supplemental review of program area detailed forecast submissions.

4. Disclosure of Ministry Budget and Forecast information in Published Ministry and GOA Financial Reporting:

- Ensure budget information is accurately and appropriately reproduced in published documents such as the Fiscal Plan, Ministry Estimates, Ministry and Government of Alberta Annual Reports and Business Plans. This involves working closely with personnel at TBF and within the Ministry (to support accurate and timely production of those publications).
- In support of the Director, Financial Planning review draft Action Requests, News Releases containing financial information for completeness and accuracy of financial information.

5. Team Supervision:

- Provide leadership, guidance and training to support career development and professional growth of Budget Analysts and Capital Planning staff. A critical part of this deliverable is completion of annual Performance and Learning Plans for all direct reports and providing ongoing feedback and recognition in addition performance reviews and performance management.
- Foster Budget Analysts knowledge of Ministry and Government of Alberta Budget and Forecast process including Committee of Supply process, Public Accounts and Business Plan to create operational capacity for these Financial Processes.
- Supporting the Director, Financial Planning by working with the Team Lead Financial Planning to develop forecast and budget processes and procedures and training for the team of Budget Analysts, Capital Planner and Ministry Finance staff. Ensure new staff receive timely training and guidance and all staff are supported in their professional development.

6. Capital Plan

- In support of the Director, Financial Planning ensure that capital plan budget and forecasts are represented accurately in internal forecast documents.
- In support of the Director, Financial Planning ensure that the capital plan budget and forecast submission to Treasury Board is completed by the deadline.
- Work with Capital Planner to facilitate the development of the annual Capital Plan. This including facilitating submission request for new and changes to existing capital grants and capital investment projects.
- Ensure capital projects are accurately reported, work with Capital Planner, Budget Analysts and Capital Reporting Team Lead to ensure projects meet capital requirements.

7. Other Duties:

- Provide input to Division Strategic Planning activities and Division Operational Plan.
- Support Division recognition and social activities to foster a team environment.
- Work with Team Lead Financial Planning to update and maintain 1GX Enterprise Structure and ensure that it is accurately represented in the 1GX cost center owner reports and Business Planning & Consolidation (BPC) reports used for planning and reporting groups.
- Accounting, cost, budget, forecast analysis as required to support ministry's operational goals.

Problem Solving

Typical problems solved:

Typical problem solving situations faced in this position involve developing and utilizing innovative financial and planning solutions (within the framework of the GOA legislation) to provide for the financial needs of all divisions within the Department. The ability to develop and maintain positive working relationships with staff is essential.

As the Ministry is composed of multiple entities (Department, Technology Innovation and Emissions Reduction Fund, Land Stewardship Fund and Natural Resources Conservation Board) ramifications of financial transactions by and between the entities may require consideration of many pieces of legislation, financial policies and reporting requirements to ensure complete solutions are recommended.

Government reorganizations and being involved in shared service agreements have required extensive and complex financial analysis and reconciliations to accommodate the shifting of resources between Ministries. These types of changes have been and will continue to be constant.

Types of guidance available for problem solving:

Acts and regulations are available for problem solving i.e. the *Sustainable Fiscal Planning and Reporting Act*, *Financial Administration Act*, *Appropriations Act(s)*, all EPA legislation and regulations, Public Sector Accounting Standards, Treasury Board Secretariat, Treasury Board Directives, Office of the Controller.

Direct or indirect impacts of decisions:

This position is responsible for financial results that affect the entire Ministry on a regular basis. The position has the authority to investigate financial matters for the Ministry, independently or as directed by the Director, Executive Director or SFO. The position is also responsible for providing sound consultative financial and business planning advice to divisions and Management.

The Minister, through ET and stakeholders, has financial accountability for a budget (\$0.5 billion annually)

that includes voted operating and, statutory operating, voted non-budgetary appropriations as well as dedicated revenue initiatives and non-cash expense items.

This position makes decisions and recommendations in a financial environment that requires consideration of multiple pieces of legislation impacting the Department and the Ministry.

Additionally, transactions among the Ministry's entities and between the Ministry's entities and other GOA ministries and entities broaden the scope of stakeholders affected by the incumbent's decisions and recommendations.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Daily interactions with Director, Financial Planning - Primary supervisor. Obtain general direction and guidance and receive specific assignments and performance evaluation.

Daily interactions with Budget Analysts, Capital Planner and other Division Staff Members- Provide general direction and guidance, provide specific assignments and performance assessment. Provide consultation on financial planning matters. Provide mentorship, leadership, and advice to support career growth.

Frequently interactions with Executive Director, Senior Financial Officer and Executive Team Members and directors - Support effective and timely strategic decisions through provision of information, analysis, and recommendations. Provide advice, direction and interpretation of Ministry/GOA Financial Legislation, Regulations, Policies and Practices.

Quarterly or as needed interactions with Financial Reporting - Provide variance explanation on budget and actuals.

External

Treasury Board and Finance -Throughout the Financial Planning Cycle- Obtain interpretation of TBF legislated budget requirements and provide timely, accurate submissions of quarterly forecasts and revenue estimates, monthly cash flow requirements, and annual budgets.

Required Education, Experience and Technical Competencies

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

If other, specify:

Accounting designation an asset. CPA/CA/CMA/CGA

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

Knowledge Required:

- Extensive knowledge of GOA legislation and policies including *Financial Administration Act*, *Government Organization Act*, *Sustainable Fiscal Planning and Reporting Act*, *Appropriations Act(s)* (Provide authority for Ministry budgets), ministry specific regulations and legislations, and Treasury Board Directives.
- Familiarity with forecasting methodologies and tools.
- An understanding of the Government of Alberta's business planning, budgeting and forecasting processes from both an operational and strategic perspective.
- Knowledge of public sector and political approval decision making processes is required.
- Working knowledge of Public Sector Accounting Standards.

Skills Required:

- Ability to provide leadership and guidance to staff and to the client group.
- Ability to interpret and apply Government of Alberta and Ministry policies and procedures.
- Excellent verbal and written communications and presentation skills enabling the incumbent to communicate with individuals with diverse financial backgrounds.
- Excellent interpersonal skills are required to facilitate resolution of funding and budgetary issues that arise during the fiscal year.
- Excellent technical abilities in 1GX, FATS, Microsoft Office Suite (Excel, Word, Outlook, Teams).

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		
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> Aligns personal goals with career goals Leverages strengths; attempts stretch goals Provides feedback and openly discusses team performance Values team diversity, and supports personal development 	<p>-This position leads the collaboration, education and implementation of critical projects such as new Enterprise Resource Planning(ERP, 1GX) to ensure the structure is mapped to the ministry needs.</p> <p>- Builds productive relationships to give team opportunities to build capacity and provide excellent service that meets divisional and program area needs o</p> <p>-Provides training and continuous improvement of processes, knowledge and skills to team and other areas.</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 Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>- this position requires to work in a demanding environment with strict deadlines and tight schedule, it requires the need to balance conflicting priorities to meet deadlines</p> <p>- this position require the ability to readily adapt to changing situations and issues and work well under pressure</p>
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 	<p>-This position works closely with division to discuss budget and proactively identify, address risks and discuss strategies to achieve management goals and objectives</p>

		<ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <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 	<ul style="list-style-type: none"> - This position is responsible for developing and maintaining strategic relationships and alliances the effect collaboration to further the ministry's financial interest. -Works with Financial Reporting to focus on continuous process improvement to align budget and actuals

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.