

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:

The Senior Budget Analyst plays a critical role in the corporate finance team in managing and analyzing the Ministry's budget and forecasts, and providing recommendations on financial challenges to the management team. Education and Childcare (ECC), with an over \$10 billion annual operating budget, is responsible for providing a high-quality, accessible, and affordable education system that equips every student with the skills and knowledge needed for fulfilling lives, while also fostering economic prosperity through improved and affordable childcare options for families and the community. This position contributes significantly to the development of strategies and systems that strengthen budget oversight and fiscal evaluation, ensuring that the Ministry's initiatives and mandates are achieved.

Fiscal analysis activities undertaken by the Senior Budget Analyst include the development of scenarios, models, and methods to describe, examine, and evaluate solutions to complex budget and financial issues facing the Ministry and contributes to informed decision-making by senior ministry representatives and stakeholders.

The Senior Budget Analyst will provide professional, technical, analytical, and consultative services on financial matters to ministry staff, senior management, and external stakeholders. This position is expected to consistently employ strong analytical techniques, manage competing priorities under tight deadlines with efficiency, and communicate clearly in a fast-paced environment.

This position reports directly to the Manager, Budget and Fiscal Analysis, who provides day-to-day guidance and strategic direction in relation to specific projects and initiatives; however, there are occasions where the analyst will work

directly with the Director on ad-hoc requests.

Responsibilities

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

The position is expected to have a good working knowledge of financial planning and general financial services responsibilities, and provide leadership and/or assistance to ensure tasks by other team members are completed effectively within designated deadlines.

Under the general direction of the Director/Manager, specific responsibilities include:

1. Allocate budget and monitor spending throughout the fiscal year. These activities are vital to ensure spending authority is not exceeded and funds are redirected to address top priority pressures.

Activities:

- Identify department cost pressures and allocate Ministry's approved targets to divisions;
- Collaborate with the Financial Analytics and Analytical Branch in the distribution of the Ministry's budget to school authorities, including reconciliation of fiscal budget to school year budget;
- Review the forecasts provided by divisions, and investigate and document unexpected variances on a timely basis;
- Oversee the consolidation of forecast data and prepare presentation materials for the senior management team;
- Prepare and review forecast summaries to divisions for actuals-to-date results and forecast on a quarterly basis;
- Coordinate cash forecast before manager review and submission to Treasury Board & Finance (TBF);
- Establish good working rapport with program areas to ensure arising issues are resolved on a timely manner;
- Develop training materials, such as training guides or training seminars, suitable for program areas to improve the efficiency and accuracy of the information collected;
- Update and optimize the budgeting and forecasting process in Education and Childcare after the adoption of OneStream Solution; and
- Provide assistance, as required, with the preparation of materials for various meetings with the Minister, and/or Executive Team.

2. Perform comprehensive technical analysis to assist the Director/Manager in the development of the annual budget in accordance with Treasury Board & Finance (TBF) guidelines, and complete other ad-hoc requests. This includes but is not limited to:

- Analyze complex issues and compares jurisdictional models to funding model for adequacy, equitability, and sustainability of education funding;
- Analyze large datasets, such as financial data from school jurisdictions' audited financial statements, with precision and ability to draw accurate conclusions;
- Review and interpret data from Stats Canada and other sources, such as Fraser Institute, related to operational funding across Canada, and collaborate with the Research branch in System Excellence to interpret findings;
- Contributes to special projects by providing technical and analytical support, relevant and accurate information, analyses, projections, and potential effects associated with proposed changes to policies and guidelines;
- Assist Director/Manager with the review and response to Action Requests, and identify concerns on a timely basis; and
- Prepare briefing materials in various formats and present findings, including memos, powerpoint presentations, graphs and financial tables, to senior management. as required.

3. Assist with the review and verification of financial information in key documents, including but not limited to: fiscal portion of the 3-year Ministry Business Plan, annual report, and Ministry's year-end financial statements. These activities are important as it puts in place the Ministry's financial plan, and sets the basis for subsequent monitoring, control, and reporting towards fulfilment of the business plan.

Activities:

- Prepare and/or review financial portions of the result analysis included in the business plan and annual report for completeness and accuracy;
- Review financial data submitted by program areas in the annual report and verify to budget documents and 1GX reporting for completeness, accuracy, and reasonableness;
- Collaborate with Financial Reporting team to provide explanation of variances at year-end; and
- Act as a resource in the completion of ad-hoc reports as required by Senior Management, Executive Team and TBF.

4. Provide assistance to the ministry reporting team and coordinate the development of the briefing materials for the annual budget:

- Prepare key messages and fact sheets on Education and Childcare;
- Liaise with program areas in updating key documents, and review the financial component for accuracy on a timely basis;
- Take the lead role in improving the process of compiling the materials that will be used by senior leadership for the Committee of Supply; and
- Review ad-hoc reports prepared by other sources for accuracy of financial information presented.

5. Manage Education and Childcare's chartfield financial coding process.

- Manage Ministry's detailed budget structure.
- Oversee the maintenance and accuracy of ECC's chartfield financial coding document;
- Train staff on creating new financial codes and other 1GX requests as required by program areas;
- Develop new and update existing financial procedure documents for training and business continuity purposes;
- Provide assistance in the ongoing use of the 1GX Enterprise Resource Platform (ERP) system;
- Analyze existing processes and recommend improvement to the Director/Manager; and
- Focus on innovative and new ways of performing tasks while remaining effective and efficient.

Problem Solving

Typical problems solved:

The Senior Budget Analyst is entrusted with a high degree of autonomy and accountability, collaborating closely with other finance branches and program areas to deliver critical financial planning and analysis functions. This role requires initiative, strategic thinking, and innovation in the design and implementation of processes that improve the quality, accuracy, and efficiency of financial services provided. The Analyst plays a key role in addressing complex budgetary and fiscal/school year challenges, ie. funding to school authorities, through forward-thinking solutions and continuous improvement.

Creativity is a key driver in the development of innovative financial solutions, including the design of detailed schedules, analytical models, and visualizations that enhance clarity and support effective decision-making. The Senior Budget Analyst also plays a vital role in refining ECC's standards, practices, and procedures related to budget and fiscal management, contributing to continuous improvement across the organization. All work is conducted within the framework of established financial policies and guidelines, with performance assessed based on the achievement of defined outcomes and the leadership demonstrated in advancing ECC's financial planning and analysis functions.

Types of guidance available for problem solving:

Both the Director and Manager are available for guidance on arising matters that involve significant impact on the Ministry. Prior year working papers prepared by the branch are good reference materials for recurring issues that require annual analysis.

Direct or indirect impacts of decisions:

The Senior Budget Analyst interacts with staff throughout the Ministry and the department, with an emphasis on providing consultative advice and guidance to senior and executive management to support their decision on financial and budget matters. This position is relied upon by the Director/Manager to keep aware of arising financial cost pressures and to provide resolutions for senior management consideration.

Key Relationships

Major stakeholders and purpose of interactions:

Internal stakeholders include:

Financial Reporting and Accountability branch - Exchange information; provide advice and direction with regards to operating and capital expenses and revenues, including variance analysis on year-end financials.

School Finance and Funding Analysis and Analytics branches - Provide financial information, funding requests, and grant updates for all school authorities, etc.

Capital Planning Branch - Provide information on ASAP funding and reporting; participate in subcommittees, as required. Ensures alignment of budget and forecast for capital projects between capital planning, Ministry of Infrastructure and Treasury Board.

Financial Services and Capital Planning Executive Director, Directors and Managers - Exchange information; provide advice and direction relating to operating and capital revenues and expenses, pension updates, coordinate initiatives and responsibilities.

Senior Financial Officer / Assistant Deputy Minister - Provide documentation / presentations on required documents for Treasury Board submissions for quarterly forecast

Program areas: Provide assistance in divisional forecasts and coordinate the exchange of information.

External stakeholders include:

Office of the Auditor General - Ensure that Education is following proper procedures with regards to capital funding and reporting. Provide documentation, policies, and support with their fiscal year end audits. Ensure Education processes comply with Government of Alberta directives.

Required Education, Experience and Technical Competencies

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

If other, specify:

University graduation in a related field plus four years related experience; or equivalent.

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

An equivalent combination of education and experience which includes as a minimum, completion of a recognized applied accounting degree or diploma program.

At least four years of progressive experience in budgeting, accounting and/or financial reporting, preferably in a public sector setting.

In-depth knowledge of:

- Budgeting, financial administration, and financial forecasting and costing theories, techniques, and processes, including the preparation of complex financial analysis and supporting documents.
- Specific reporting and financial information systems, financial requirements, and accounting concepts used in the Government and Ministry.
- Relevant Acts and manuals relating to budgeting and financial administration (e.g. Financial Administration Act, Government Organization Act, Grants Policy and procedures, Treasury Board Minutes and Directives).
- The financial impact of legislation, regulations and policies and processes related to all programs in the areas assigned.

Must be able to:

- Provide consultation, guidance, and advice relating to budgets, financial administration and fiscal analysis to departmental staff at all levels.
- Coach and mentor staff within the Budgets and Forecasts, ensuring transfer and development of budget, fiscal, and organizational knowledge and skills.
- Conduct research and analyze data.
- Interpret legislation, guidelines, and Government technical requirements for staff.
- Manage and prioritize demanding responsibilities given competing and tight deadlines.
- Effectively use word processing and spreadsheet software (i.e. Word and Excel), 1GX, and other Ministry systems as required.
- Work independently as well as contribute effectively in a team environment.
- Demonstrate initiative and creativity relating to assigned responsibilities.

Must have excellent:

- Analytical and problem solving skills.
- Verbal and written communication skills.
- Organizational and time management skills.

- Consultation and interpersonal skills.
- Problem solving and conflict management skills.

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>This position requires a strong understanding of how budget decisions impact the operations of different programs and how funding constraints impact the ministry's ability to achieve business outcomes.</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>The position is required to take on a lead role for departmental budget allocations, internal reorganizations, and resource allocations. This requires working with multiple business areas to develop effective budget solutions.</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 	<p>The incumbent must be able to adapt quickly to changing and emerging priorities, and prepare ad hoc reports as requested from senior leadership.</p>

		situations and creates a backup plan	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	The position will focus on achieving goals, for instance allocating operational budgets and providing forecast updates within a prescribed time.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<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 	The success of the position relies on other business units to meet budget goals and must therefore work closely with staff and managers across the Ministry to develop innovative solutions to budget constraints.

Benchmarks

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

- [513B002](#)