

collection of assessments from employers and is governed by the Workers' Compensation Acts of the Northwest Territories and Nunavut.

The WSCC is committed to an environment free of discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

Located in Yellowknife and reporting to the Manager, Financial Reporting, the Senior Financial Planning and Performance Analyst provides information used by the Chief Financial Officer (CFO), Manager, Financial Reporting and Corporate Comptroller for management and in presentations to the Senior Management Team and Governance Council. The incumbent of this position prepares and consolidates the annual organizational budgetary exercises consisting of an operations and maintenance budget of approximately \$15 million, a salary budget of approximately \$12 million and a capital budget of \$1 million. In addition the position analyses and prepares monthly variance reports; quarterly projections and other ad hoc reports.

The incumbent provides analysis and advice on strategic decisions and technical expertise in the financial planning process. To perform this role effectively, the incumbent networks with WSCC employees, managers, senior managers and has an in-depth understanding of the WSCC's goals, objectives and environment. The incumbent is the facilitator for corporate reporting documents; their analysis of these reports is a crucial input for the Senior Management Team in the preparation of presentations to the Governance Council for decision-making and strategic direction.

The Auditor General of Canada (OAG) annually audits the accounts of the WSCC in order to provide an opinion on the WSCC Financial Statements. This position contributes significantly to the outcome of this annual process through the preparation of various schedules and working papers which, in turn, support the final external financial reports.

The incumbent has frequent interactions with all managers, including regional managers located in Iqaluit in order to provide them with financial planning advice and support, as well as to obtain the information required to coordinate activities related to the annual budgetary process.

RESPONSIBILITIES

- 1. Provides analysis and advice to the President and the Leadership Team through the Chief Financial Officer on financial decisions and technical advice on the budget management and financial analysis process ;**
 - Provides advice by analyzing and disseminating data from corporate reports (Monthly Variance Reports, Quarterly Variance Reports with Projections, and Financial Statements) and provides support for decision making to the Leadership Team.
 - Consults with management on the causes of significant variances in current and forecasted results and assists with explanations prepared for the Governance Council reports;

- Collaborate with managers to address inaccuracies in the financial information and recommend corrective action;
- Manages and is responsible for the development, implementation, evaluation and ongoing review of the budget framework, policies, processes and planning level information;
- Liaises with and provides advice to the Senior Management and Leadership Teams as Budgets are developed;
- Provide advice to Senior Management and Leadership Teams on developing business cases to determine and justify financial requirements;
- In consultation with managers, reviews and evaluates budget submissions for accuracy, completeness and integrity of information;
- Facilitates the preparation of the consolidated corporate budget for presentation by the President and Chief Financial Officer to the Governance Council for approval;
- Communicates the approved budgets to managers;
- Is responsible for interfacing the budget file to the financial system;
- Maintains a resource library of budget documents for the organization.

2. Leads and/or provides technical expertise in the development of the WSCC's Annual Budget;

- Leads the annual budget development process;
- Prepares historical trend analyses and develops forecasts to support the budget development and resource allocations;
- Prepares the annual reconciliation of active positions to funded positions per Governance Council Directives and WSCC policies;
- Works with the WSCC Actuary to develop the Budget for Claims expenditures;
- Reconciles and compiles requests for carry-over of unspent capital budgets to the new year for presentation, via the Chief Financial Officer, to SMT and the Governance Council (GC);
- Compiles the approved capital projects and assigns budget tracking numbers to projects;

3. Provides performance measurement and co-ordinates and compiles corporate publications such as the Monthly Variance Analysis and the Quarterly Variance Report and Projections;

- Develops and maintains the financial management reporting system to facilitate budget development, management, program evaluation, financial analysis, monthly and quarterly variance reporting and projections to allow for effective business decision making;
- Leads and facilitates the variance reporting process;
- Reviews and evaluates submissions for accuracy, completeness and validity of forecasted results;
- Reconciles capital purchases and reserve funds and prepares the report of approved capital projects for review by project managers;
- Reviews transactions for compliance with capital policies and International Financial Reporting Standards (IFRS);

- Per IFRS, prepares finance lease calculations of principle and interest schedule, reconciles actuals of loan balance and payments to budget and schedule;
- Prepare documentation for GC submissions, including but not limited to quarterly summary of variance reports, comparison of budget to actual expenses including projections, and capital expenditures and projections for use by the CFO and Comptroller for ultimate presentation to the Audit Committee and the GC;
- Prepare budget transfer documents for the President's approval and revised budget documents, balanced to the original budget and any approved amendments;
- Reconcile revised budget (including supplementary appropriations, transfers and projections) to monthly financial reports to ensure the integrity of the budget information;

4. Contributes to the achievement of WSCC's Strategic Priorities and Objectives through the protection of the Workers' Protection Fund;

- Administers the issuing of corporate credit cards as authorized;
- Updates the WSCC Corporate Credit Card guidelines;
- Administers the users and permission profiles for the WSCC main bank account and online tax payments;
- Corrects or deletes payment data in the electronic bank website as required;
- Responsible for preparing complex monthly reconciliations including the main bank account and the master Visa account;

5. Chart of Accounts and General Ledger

- Maintain the chart of accounts ensuring that they meet organizational and accounting standards;
- Perform and review monthly and quarterly reconciliations of sub-ledgers with the General Ledger including but not limited to main bank account, employee advances, deferred leave, corporate credit cards and prepaid expenses;
- Develops and maintains financial reporting templates in Great Plains Management Reporting system such as the variance reports, statement of comprehensive income (loss) and statement of financial position;
- Identify system deficiencies and where necessary, suggest and implement required changes to financial controls, policies and procedures to address deficiencies;

6. Year-End Processes

- Verifies year-end internal financial statements and reports produced by Dynamics are accurate with trial balance;
- Prepare year-end employee benefit liability accrual accounts;
- Ensure year-end working papers, including account reconciliations and leadsheets are completed;
- Research and prepare related party disclosures note;
- Assist with preparation of annual external financial statements; and
- Assist OAG by responding to specific audit inquiries.

7. Special Projects as assigned

- Draft financial procedures and practices;

- Assist with reallocation of compensation costs within the general ledger due to errors in information interfaced from the Human Resource Information system, and with communicating corrective action to Human Resources.
- Develops tools and facilitates learning sessions for Management and Operational staff on a continual basis to ensure understanding and adherence to WSCC budgeting processes, variance reporting and sound financial management.
- Prepare as required backup materials and schedules for inclusion in the corporate Plan (financial section);
- Reviews quarterly and annual financial statements of partnerships to determine compliance with contribution agreements and reports findings to President's Office;
- Conduct cost benefit and evaluation studies individually or in collaboration with staff to determine risks and associated costs of emerging issues and trends;
- Prepare various documents for presentation to the SMT, and provide alternatives and options for dealing with financial needs based on analysis and evaluation of data;
- Review new leases and determine proper accounting treatment in accordance with IFRS;
- Provide input into the development of standards for reporting financial and statistical information;
- Other duties as required.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

Although the incumbent spends the majority of the time at a desk, there is ample opportunity to get up and move round the office.

Environmental Conditions

No unusual conditions

Sensory Demands

Moderate – During annual budgetary process and year-end financial statement preparation, incumbent is required to spend extended periods at the computer and pay meticulous attention to detail. This may lead to eye, back and neck strain or other physical discomfort.

Mental Demands

The incumbent deals with conflicting priorities, heavy workload, tight deadlines and competing demands around deadlines. A high level of concentration and attention to detail is essential. Work must be accurate and reliable in support of planning and decision making.

These conditions can lead to some degree of mental fatigue and stress.

KNOWLEDGE, SKILLS AND ABILITIES

- A high degree of knowledge and proven skills in financial planning, analysis, information management and reporting.
- Extensive Knowledge of annual budget and financial cycles.
- Extensive Knowledge of Generally Accepted Accounting Principles (GAAP).
- Extensive Knowledge of internal controls.
- Ability to work independently, with little supervision and make sound decisions and recommendations to Senior Management and the Leadership Team.
- Superior oral and written communication skills including presentations, briefing papers, charts and graphs.
- Excellent facilitation and presentation skills.
- Ability to liaise with internal and external stakeholders in a focused and credible manner to establish effective working relationships.
- Proficiency with Microsoft Office Suite (particularly Excel, Word, Access and Power Point).
- Proficiency with financial system applications and developing financial management reports.
- Proficiency with designing financial statements in an IFRS environment.
- Extensive knowledge of International Financial Reporting Standards (IFRS)
- Knowledge of auditing concepts to prepare yearend working papers.
- Ability to apply analytical skills to solve problems and recommend alternate courses of action;
- Ability to work with people in an effective and tactful manner;
- Ability to apply advanced knowledge of computer software packages for word processing, spreadsheets, accounting and database applications, and to interface different software packages to meet project needs and assignments;
- Ability to develop, prepare and run system generated reports;
- Strong organizational skills and abilities, including the coordination and prioritization of complex and concurrent projects and deadlines.
- Superior analytical, problem solving and research skills with the ability to adapt and develop methodologies when required.
- Ability to work on a variety of tasks simultaneously and apply good time management skills; and
- Ability to design and develop financial procedures

Typically, the above qualifications would be attained by:

These skills are normally acquired through a recognized professional accounting designation (CPA) as well as 3 years directly related financial management experience in a computerized financial environment. Equivalencies may be considered

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required

- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred