

Ministry: Finance and Corporate Relations  
Branch: Financial Services and Administration  
Location: Victoria

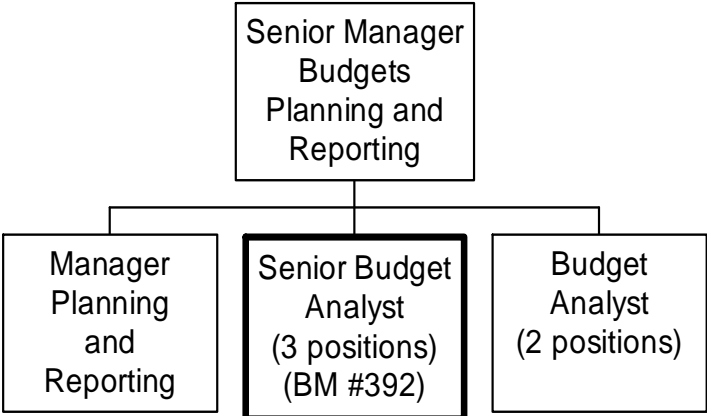
Working Title: **Senior Budget Analyst**  
Level: Range 21  
Classification: Financial Officer

**PRIMARY FUNCTION**

To provide advice on budget development processes and perform budget monitoring, analysis, forecasting and reporting for the Ministry and multiple supported entities, such as boards and agencies.

**JOB DUTIES AND TASKS**

1. Coordinates the operating, capital, revenue and FTE budget development and approval processes
  - a. develops ministry specific budget frameworks to support budget activities and ensures compliance with central agency policy and requirements
  - b. communicates budget policies and procedures to clients and provides advice and training to program staff
  - c. calculates program target funding allocations and ensures that previous decisions on specific funding issues are reflected accordingly
  - d. assists programs with development of budgets by reviewing and analyzing individual submissions for compliance with ministry and Treasury Board (TB) budget instructions
  - e. consolidates program submissions for Executive approval and prepares a budget submission report to Treasury Board and Fee and Licensing Advisory Committee (FLAC)
  - f. develops briefing materials for the Senior Manager, branch Director, Deputy Minister and Minister for use during the budget development and approval process
  - g. prepares presentation materials for use by the Deputy Minister and Minister in budget presentations to Treasury Board, Cabinet and FLAC and during Estimates debate
  - h. coordinates, analyzes and consolidates Treasury Board pre-approval requests
  - i. reconciles the Estimates to budget submissions and communicates changes, restrictions and final budget decisions made by Treasury Board to programs
  - j. enters and maintains detailed budget requests and calendarizations in financial systems and ensures reconciliation to submission documents and Estimates
2. Analyzes and monitors operating, capital, revenue and FTE budget forecasting and compiles reports and statistics
  - a. advises clients on ministry and central agency policies and reporting requirements
  - b. analyzes actual and forecast budget information and identifies significant variances
  - c. provides advice, recommends alternative funding options and works with program staff and central agencies to resolve funding or other financial planning problems
  - d. prepares ad hoc forecasts for Executive decision making and Treasury Board Staff (TBS) use
  - e. recommends and prepares reallocation of funds for submission to TBS
  - f. provides advice and assistance on the preparation of Section 25 requests and TBS Submissions to Ministry financial staff
  - g. reviews expenditure and revenue information, determines required accruals and adjustments and reports information to the Office of the Comptroller General and TBS
  - h. compiles and verifies information for the Interim Financial Statements, Quarterly Reports, Financial and Economic Review and Public Accounts
3. Applies capitalization procedures to capital expenditures
  - a. interprets central agency policy related to capital assets and develops related branch procedures
  - b. explains capital and amortization procedures to program staff
  - c. creates and maintains schedules for acquisitions, amortization and disposals of capital assets
  - d. calculates and prepares all entries and adjustments for amortization, acquisitions and disposals
4. Performs other related duties
  - a. responds to general inquiries on client and branch budget issues
  - b. prepares Inter-ministry Program and FTE Transfer documents in response to government reorganizations
  - c. completes the Checklist for Reviewing Statement of Financial Information for designated corporations and agencies to ensure compliance with the Financial Information Act



# REASON FOR CLASSIFICATION

Benchmark Job #392

Job Title: Senior Budget Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principles of budgeting and budget processes to reconcile budget submissions to Estimates, analyze budget submissions and provide advice on budget processes to the Ministry and multiple supported entities.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement required to modify financial management methods in order to develop ministry specific budget frameworks to meet individual needs of supported programs and entities and to reconcile potential conflicts between program expectations and Treasury Board instructions.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic negotiation skills to reconcile the expectations of program staff to TB instructions and gain consensus on ministry budget submissions.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Some coordination and dexterity required to use computer to enter data into the Integrated Chart of Accounts and Budget Module (ICBM) and the Corporate Accounting system (CAS) with some requirement for speed, to meet budget deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by central agency policies and financial management reporting guidelines, applies accepted work methods in a different way to analyze budget submissions and provide advice on budget processes to the Ministry and multiple supported entities.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Considerable financial responsibility to develop and recommend ministry-wide budget procedures to support budget development processes.</p>	F	43
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to control financial processes to ensure the quality of budget information against government and ministry budget standards.</p>	E	33

# REASON FOR CLASSIFICATION

Benchmark Job #392

Job Title: Senior Budget Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training to program staff throughout the budget development process.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently scrutinize financial documents.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention on computer screen or financial documents.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 750**

**Level: Range 21**