

# JOB DESCRIPTION

Benchmark Job #393

Ministry: Small Business, Tourism and Culture  
Branch: Finance and Administration  
Location: Victoria

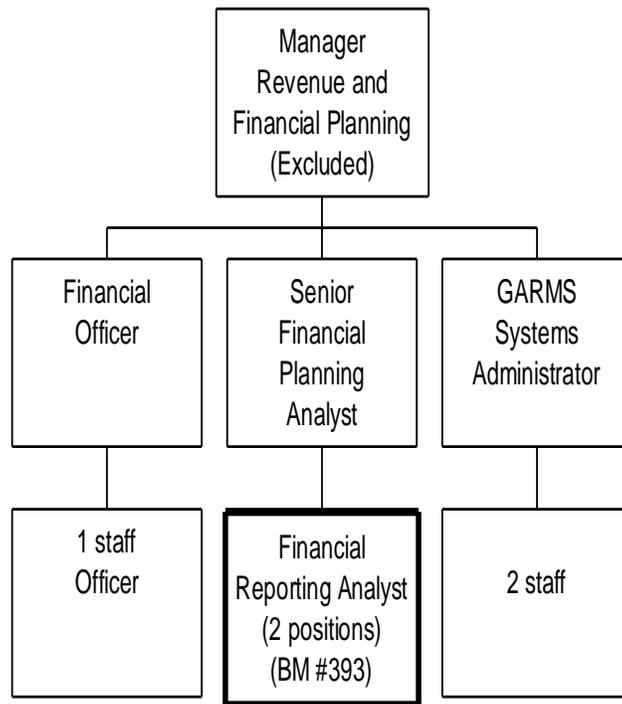
Working Title: **Financial Reporting Analyst**  
Level: Range 15  
Classification: Financial Officer

## PRIMARY FUNCTION

To monitor program financial status, develop and produce financial management reports and maintain the FTE monitoring system and Chart of Accounts for the ministry.

## JOB DUTIES AND TASKS

1. Develops and produces financial management reports in support of budgeting processes
  - a. determines what budget information will meet the needs of management and central agencies and designs appropriate financial reports
  - b. creates spreadsheets and databases to compile and summarize budget information
  - c. creates and generates standard, ad hoc, custom and month end financial management reports using CAS
  - d. maintains complete files of budget tracking documents such as financial management and FTE monitoring reports, budget reallocations, Section 25 requests for recoverable accounts and TB Submissions
  - e. compiles the ministry's detailed budget submission using Integrated Chart of Accounts and Budget Module (ICBM) as the basis for financial control
  - f. recommends financial systems modules that will be used by the ministry and coordinates the implementation of these systems by identifying individual levels of access and setting up new users
2. Maintains the ministry Chart of Accounts (CoA) and reporting hierarchy in accordance with Office of the Comptroller General (OCG) guidelines, annual Estimates structures and ministry needs
  - a. maintains the appropriate coding structure for voted appropriations, statutory, trust and special accounts, special funds and financing transactions by liaising with central agencies and branch staff to ensure that OCG guidelines, the Estimates structure, financial controls, ministry policies and client needs are reflected
  - b. updates and resolves discrepancies between CoA information maintained in the ICBM to ensure the CoA is maintained and current
  - c. establishes and maintains the roll-up hierarchy for accurate reporting of program information, using ICBM and monitors reporting structures on an ongoing basis
  - d. provides advice to ministry staff on issues such as account structure, STOB usage and related central agency policies and procedures
3. Monitors program financial status and recommends budget reallocations
  - a. analyzes expenditures, changes in spending patterns and ministry priorities and recommends budget reallocations within and between divisions and Standard Objects of Expenditure (STOBs)
  - b. monitors requests for budget reallocations and reconciles with the ministry's financial system
  - c. provides advice to program managers on the calendarization of annual budget amounts to appropriate reporting periods to ensure budget control
  - d. reconciles variances between actual and calendarized budgets and reports results to ministry staff and central agencies
  - e. develops and maintains spreadsheets ensuring budgets are current and reflect reallocation requests
  - f. identifies when Section 25 recoverable accounts are required, assists program staff in preparing requests, follows-up with OCG as the ministry contract and sets up the account once approved
  - g. assesses financial implications of funding requests such as purchasing computers and reports implications to the supervisor
4. Maintains the ministry FTE monitoring system
  - a. provides monthly utilization reports to ministry managers, executive and central agencies
  - b. prepares manual FTE adjustments and reconciles the ministry's FTE utilization
5. Performs other related duties
  - a. provides information and training to ministry staff on financial management and reporting systems
  - b. compiles information relating to issues such as budget status and CoA usage
  - c. recommends revised procedures in response to changes to the Chart of Accounts, budget processes or financial systems



## REASON FOR CLASSIFICATION

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Job Title: Financial Reporting Analyst

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Have a practical understanding of financial management to determine what budget information will meet the needs of the ministry and central agencies and develop appropriate financial reports, monitor program financial status, recommend reallocations and maintain the ministry FTE monitoring system and Chart of Accounts.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement required to apply structured study, analysis and interpretation of Treasury Board and Office of the Comptroller General directives and choose an approach using a combination of accepted budgeting procedures to monitor and analyze expenditures and maintain the FTE monitoring system and Chart of Accounts for the ministry.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange information needing an explanation of information contained in financial management reports, Chart of Accounts structures and FTE issues to ministry managers and central agency staff.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use a keyboard to enter budget data and produce financial management reports with some requirement for speed to meet budget deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general budgeting procedures and central agency instructions, selects alternative courses of action to monitor expenditures, recommend budget reallocations within and between divisions and Standard Objects of Expenditure (STOBs) and maintain the FTE monitoring system and Chart of Accounts for the ministry.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Significant financial responsibility to recommend budget reallocations within and between divisions and Standard Objects of Expenditure (STOBs) to reflect changes in spending patterns and ministry priorities.</p>	E	33
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to control Chart of Accounts coding structures and linkage processes that ensures the quality of budget information against financial accounting standards.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training to ministry staff on FTE and financial management reporting systems.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsible for own well being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently scrutinize financial documents and reports.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to computer screens and 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: 570**

**Level: Range 15**