

Job Title: Cash & Forecasting Analyst
Location: Edmonton, Alberta (COVID work from home currently in place)
Job Status: Full Time, Permanent
Ministry: Treasury Board and Finance, Government of Alberta
Competition Scope: Open
Classification: Budget Officer 2
Job Requisition Number: 17136
Closing Date: **Monday November 8, 2021**

About Us:

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>.

Treasury and Risk Management (TRM) – The province's consolidated cash management and public borrowing programs are the responsibility of the Treasury and Risk Management (TRM) division of Treasury Board and Finance. TRM's Treasury Operations team is responsible for managing the Province's banking services and cash requirements; debt and investment accounting; debt, derivatives and collateral activities; risk and position modelling and reporting, including performance analysis; financial settlements; cash forecasting and reconciliation; policy development and compliance monitoring; and managing the loans to local authorities program.

For further information about Treasury Board and Finance, its role and operations, visit:
<https://www.alberta.ca/treasury-board-and-finance.aspx>
<https://www.alberta.ca/investor-relations-banking-payment-security.aspx><http://www.finance.alberta.ca>.

Role:

Looking for a new challenge in Treasury? Our small but mighty team is looking for a Cash & Forecasting Analyst to join our dynamic group.

Reporting to the Director, Debt Operations and Corporate Finance, you will be responsible to perform cash forecasting and cash management operations, using available treasury management systems and applications, as well as to complete key monitoring and reporting functions in the Treasury and Risk Management area.

This position is responsible to manage all bank and pooled account cash positions and daily liquidity (which includes liaising with AIMCo as investment manager), including submission of required reporting and investigation of variances at both the consolidated and ministry level. The incumbent initiates, supports and documents efforts to improve cash forecasting and analysis, cash management practices and related treasury intelligence reporting provided to members of the capital markets team as well as to senior management, in particular to inform medium-term cash forecasts to ensure compliance with established policy thresholds. This role is also responsible to administer all existing cash flow forecasting models, including utilizing, troubleshooting and optimizing the treasury management system, Kyriba, which is a component of the Province's 1GX ERP platform.

The technical nature of the role focuses on the analysis of complex, firm-wide treasury metrics and the development of liquidity risk and cash flow forecasting measures and models. Your

work in this role (including preparation of a medium-term cash forecast) will help guide the department's capital market strategy and debt issuance activities as highlighted in the most recent provincial fiscal plan. You will also help execute special project initiatives to enhance existing cash processes to better achieve those financial initiatives and strategic objectives which are of priority to the Province.

As the ideal candidate you will be a self-starter who can demonstrate expertise in working with a variety of professional stakeholders and treasury service providers. You will initiate and support efforts to improve cash forecasting and transaction analysis, treasury intelligence, and specific reporting to meet the needs of other ministries, agencies and provincial corporations.

To be successful in this role, you will need to demonstrate strong relationship building and communication skills with internal and external clients. This position will need to respond to a highly complex and diverse working group including analysts, senior officers and other finance departments. You will also work closely with money market traders, trade support and investment managers.

Qualifications:

University degree in a field related to business or economics plus two years related experience in a cash management and/or Treasury role is required. Experience working with Treasury management systems is also required.

Treasury project and/or capital market experience is desirable.

Banking experience is an asset. A Chartered Financial Analyst (CFA), Certified Treasury Professional (CTP) or similar professional designation is also an asset.

Equivalencies will be considered.

A cover letter clearly indicating how your qualifications meet our requirements and what would make you the best candidate for the position is required.

APS Competencies:

Competencies are behaviors that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process.

The link below will assist you with understanding competencies:

<https://www.alberta.ca/assets/documents/psc-alberta-public-service-competency-model.pdf>

In this role, you will contribute to our team by demonstrating the following behavioral competencies:

Agility: Ability to anticipate, assess, and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment.

Build Collaborative Environments: Leads and contributes to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes.

Develop Networks: Proactively building networks, connecting, and building trust in relationships with different stakeholders.

Systems Thinking: The work done within the APS is part of a larger integrated and inter-related environment. It is important to know that work done in one part of the APS impacts a variety of other groups/projects inside and outside the APS. *Systems Thinking* allows us to keep broader impacts and connections in mind.

Creative Problem Solving: Ability to assess options and implications in new ways to achieve outcomes and solutions.

Salary:

\$2,360.34 to \$3,241.54 bi-weekly (\$61,604 to \$84,604/year)

Notes:

Location: Edmonton, Alberta

Hours of Work: 36.25 hours per week

This is a **permanent full time** position and is opted out/excluded from the Bargaining Unit.

The final candidate for this position will be required to complete a criminal record check.

The Government of Alberta is implementing a proof of COVID 19 vaccination policy for all Alberta Public Service employees, to improve the health and safety of Alberta Public Service employees and Albertans we serve.

Any candidates in the process for applying for employment with the Government of Alberta, must be able to comply with one of the following:

- Proof of COVID 19 vaccination;
- If you are a successful candidate and have not provided proof of COVID 19 vaccination, you may select to produce a negative PCR (molecular polymerase chain reaction) or rapid test result, date-stamped within 72 hours of every scheduled work day/shift, on an ongoing basis starting on December 14, 2021. These tests will be paid for by the employee;
- Candidates and employees who are unable to get vaccinated based on a protected ground under the Alberta Human Rights Act may request approval for an exemption and accommodation.

What we offer:

- Working for the Alberta Public Service – <https://www.alberta.ca/advantages-working-for-alberta-public-service.aspx>
- Public Service Pension Plan (PSPP) – <https://www.pspp.ca>
- Leadership and mentorship programs
- Professional learning and development
- Positive workplace

How to Apply:

[Click here](#) to go to our Careers site, and apply to this competition, listed as Job Requisition 17136.

Candidates are required to apply for a job online. Please visit <https://www.alberta.ca/navigating-online-jobs-application.aspx> to learn

more about [creating a candidate profile](#) and other tips for the Government of Alberta's online application system.

If you are not currently an employee with the Government of Alberta, the first step in applying for a job is creating your candidate profile within our online application system, [click here](#) to access the main log in page where you are able to 'Create an account', reset your password ('Forgot your password') or 'Sign In' should you already have an account.

Existing employees should access the Career tile in 1GX to submit their application in order to be recognized as an internal applicant.

Once you have created your candidate profile, visit the Alberta Public Service job site to apply for jobs at <https://www.alberta.ca/alberta-public-service-jobs.aspx>

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

Resources for applicants:

<https://www.alberta.ca/apply-for-jobs-with-the-alberta-public-service.aspx>

<https://www.alberta.ca/alberta-public-service-hiring-process.aspx>

<https://alis.alberta.ca/look-for-work/>

Closing Statement:

This competition may be used to fill future vacancies, across the Government of Alberta, at the same or lower classification level.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

If you require any further information on this job posting or a copy of the role profile, and/or require a disability related accommodation during the recruitment process, please contact Cindy Zaifffdeen at Cindy.V.Zaifffdeen@gov.ab.ca.

If this competition is closed as per the closing date noted above, please continue to check <http://www.jobs.alberta.ca> for a listing of current career opportunities with the Government of Alberta.