

JOB DESCRIPTION

BCGEU

1. Position No. Various	2. Descriptive Working Title Budget & Financial Analyst		3. Present Classification AO 4
4. Branch Corporate Services	5. Department Finance	6. Work Location Hybrid-Site Central	Date Revised June 2014, Oct 2018, Feb 2021; Nov 2021; Nov 2022
7. Position No. of Supervisor 33016, 81740, 80316, 80624, 81813	8. Descriptive Work Title of Supervisor Manager Financial Analysis & Reporting Manager Budgeting & Forecasting		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Manager, Budgeting and Forecasting or the Manager, Financial Analysis and Reporting, the Budget and Financial Analyst prepares complex and comprehensive financial analyses and reports and participates in the annual budget process. He/she/they provides consulting services to staff in other departments in regard to managing, analysing and verifying financial data.

11. Duties:	The scope of duties performed may differ depending on Region and business needs.
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1. Performs variance analyses, studies historical revenue / expense behaviours, and designs / prepares financial and statistical projections.
2. Prepares reports outlining financial implications of proposed actions including cost benefit and project/program evaluation analyses.
3. Prepares monthly, quarterly, annual and ad-hoc reports for Executive, the Board, Canada Mortgage and Housing Corporation (CMHC), the Comptroller General, Treasury Board, and various partnering ministries.
4. Prepares financial data for monthly, quarterly, annual and ad-hoc reports to internal and external clients including the CEO's Report, Service Plan and Annual Report.
5. Forecasts the year-end financial status of BC Housing and its projects and programs, participates in recommending a course of action and respects the confidentiality of this data.
6. Participates in the annual budget process including analysis of the current situation, preparing the financial Information Technology (IT) system (i.e. JD Edwards EnterpriseOne (JDE1)), providing training and advice to budget managers, and preparation of estimates to Treasury Board.
7. Extracts and analyses data from the Commission's core IT systems such as JDE1 and the Central Property System (CPS) using business intelligence tools such as WebFOCUS.
8. Prepares and requests grants under federal-provincial agreements such as the Canada-BC Affordable Housing Agreement.
9. Prepares financial and other reports for programs and initiatives as set forth in provincial funding programs and federal-provincial agreements such as the Canada-BC Affordable Housing Agreement and the Social Housing Agreement.
10. Prepares business cases, including conducting due diligence and the financial and cost/benefit analyses of current and anticipated developments, programs and initiatives and their impacts to the Commission's overall financial position.

11. Participates in determining the organization and structure of IT systems such as the JDE1 and CPS systems and the related administrative procedures including user training in the areas of expertise.
12. Provides budgeting, forecasting, cashflow and other financial analysis, research, reporting support, and advice to the Commission's staff and executives.
13. Participates in working groups and committee duties as required.
14. Works with IT and other business areas as required for purposes of creating and improving existing financial reports including identifying business processes and requirements and completing user acceptance testing.
15. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments .

STAFFING CRITERIA

1. Position No. Various	2. Descriptive Working Title Budget & Financial Analyst	3. Present Classification AO 4
4. Education, Training and Experience		

Bachelor's degree in business, economics, accounting, finance, or in a relevant subject field.

Considerable work experience in a high volume computerized financial accounting environment carrying out complex financial analysis, reporting, budgeting and forecasting functions.

Or an equivalent combination of education, training, and experience acceptable to the employer.

5. Knowledge and Skills:		
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Core Competencies

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Considerable knowledge of budgeting and financial reporting functions within the public sector environment.
 - Considerable knowledge of financial, accounting and reporting systems, processes and controls.
 - Considerable knowledge of accounting concepts and processes.
 - Knowledge of government decision-making and policy development processes and structures.
 - Advanced Microsoft Excel skills.
 - Strong written and verbal communication and interpersonal skills.
 - Ability to learn and understand mission-critical corporate enterprise applications and IT systems (i.e. JDE1 and WebFOCUS).
 - Ability to exercise attention to details with high degree of accuracy especially working with numbers and dollars.
 - Ability to take initiative proactively and work independently.
 - Ability to handle multiple tasks and work under tight deadlines with changing priorities.
 - Strong research, analytical, problem solving and conceptual thinking skills.
 - Strong organizational and time management skills.

6. Occupational Certification		
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