

1. Position No. 80316	2. Descriptive Working Title MANAGER, BUDGETING & FORECASTING		3. Present Classification Excluded Mgmt
4. Branch FINANCE	5. Department BUDGETING, FINANCIAL ANALYSIS & REPORTING	6. Work Location Hybrid – Site Central	Date April 2019 Revised: Mar 2024
7. Position No. of Supervisor 81063	8. Descriptive Work Title of Supervisor SENIOR MANAGER, BUDGETING & FORECASTING		9. Classification of Supervisor Excluded Mgmt

POSITION SUMMARY

Reporting to the Senior Manager, Budgeting and Forecasting, the Manager, Budgeting & Forecasting is responsible for the planning and implementation of the annual budgeting and quarterly forecasting processes for BC Housing and Provincial Rental Housing Corporation (PRHC). He/she/they prepares the budget for review by the Senior Manager, oversees the preparation of monthly and multi-year forecasts and related financial reports/analyses, and produces timely financial information to assist the Executive in making sound business decisions. The position assesses the reporting of results against budgets, estimates and forecasts, analyses the impact of variances, determines options, and recommends strategies to improve results. The role is responsible for preparing the Financial Plan for the Service Plan, the Discussion of Results for the Annual Service Plan Report, as well as preparing various reports and analyses for the Board, Executive, and other stakeholders. The position provides general advice and guidance to Commission managers on budget and forecast preparation and management as well as related accounting and financial matters.

MAJOR RESPONSIBILITIES

1. Plans the annual budgeting and forecasting process for BC Housing.
2. Develops budget guidelines and targets in accordance with pre-established parameters and works closely with business area management in determining their operating and capital budgets.
3. Provides leadership, advice, and support to Commission managers regarding budget preparation and management, as well as assistance in ensuring achievement of budget targets.
4. Compiles the budget, assesses, and recommends where funds need to be allocated, and prepares the budget for review by the Senior Manager, Budgeting & Financial Reporting in accordance with a detailed understanding of funding programs, business units, and object accounts.
5. Provides elaboration and consultation regarding the budget, revises budget documents as required, and prepares budget submissions for presentation to the Executive, Board, Ministry, and Treasury Board.
6. Works closely with the Ministry Responsible for Housing to establish the provincial budget appropriation.
7. Participates in the preparation of the Service Plan, the Estimates, the Annual Service Plan Report, and the Year-End Financial Audit.
8. Oversees the preparation of monthly forecasts and related financial reports/analyses and produces timely financial information to assist the organization in making sound business decisions.

9. Leads the preparation of an annual multi-year forecast, incorporating assumptions regarding the economy, government policy, Executive Committee and Treasury Board decisions, interest rates, construction costs, and other parameters.
10. Assesses financial results against budgets, estimates, and forecasts; analyses the impact of variances, determines options, and recommends strategies to improve results.
11. Works closely with the Manager, Financial Reporting & Analysis in the cost/benefit analysis of current and anticipated programs/projects and other business decisions; identifies budget and resource requirements and any impacts on estimates and revenue/expenditure forecasts.
12. Works closely with the Director of Finance as required to prepare financial analysis supporting the development of Treasury Board submissions.
13. Builds and maintains working relationships with staff within the Branch and the Commission.
14. Supervises the work of staff in accomplishing the business activities of the program area. Creates a supportive and progressive environment, coaches, trains and ensures staff are provided with information necessary to perform their assigned duties. Completes performance evaluations, addresses performance issues, and takes disciplinary action, which may include suspension and the recommendation for termination. Plays a key role in recruitment activities, including hiring, promotion, and demotion decisions, and recommends compensation activities of staff. Resolves grievances up to the second stage of the process. May contribute and participate on the negotiating committee as a management representative. Manages resources required to fulfill operational requirements, develops staffing plan, and recommends staffing levels to accomplish goals.
15. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations, and participating in task force, project teams and committee work.

ORGANIZATION

The Manager, Budgeting & Forecasting reports to Senior Manager, Budgeting and Forecasting.

The position supervises a team of staff, including bargaining unit employees.

QUALIFICATIONS

Education, Experience and Occupational Certification

Bachelor's degree in commerce, business administration, finance, public administration, economics, or a related field.

Professional accounting designation.

Extensive experience in progressively more responsible financial experience in a large complex public or non-profit organization, including considerable experience in budgeting, forecasting, and financial analysis.

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

Knowledge, Skills, and Abilities**Core Competencies:**

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Leadership Competencies:

- Alignment & Results
- Relationship Building/Management
- Team Development

Considerable knowledge of budgeting functions, specifically within the government and non-profit environments.

Considerable knowledge of financial, accounting and reporting systems, processes, and controls.

Extensive knowledge of budgeting, forecasting, and financial analysis models and frameworks specifically within the government and non-profit environment and substantial aptitude to disseminate this knowledge across the team.

Ability to learn and operate mission-critical corporate enterprise applications such as JD Edwards Enterprise 1, the Central Property System (CPS), and WebFOCUS.

Ability to learn and understand the Commission's programs, funding models, operating requirements, relevant legislation, and the role of central agencies.

Ability to facilitate the budgeting process and develop budgets and estimates in accordance with Commission and stakeholder requirements.

Ability to undertake financial analyses, develop forecasts, analyze complex financial matters, and provide options to improve the Commission's financial position.

Ability to lead, coach, and motivate staff in a team setting.

Excellent initiative and follow through skills including the ability to work under the direction of, or leading several people, organize and prioritize work, and meet deadlines with shifting environments.

Excellent communication and interpersonal skills with the ability to manage relationships and exercise tact, diplomacy, and good judgement when dealing with a broad range of audiences.

Strong report writing and presentation skills, and well-developed problem-solving and conceptual thinking skills.

Proficiency in Microsoft Office Suite applications, including, Excel, Outlook, Word, PowerPoint, and Access.