

**TITLE:** FINANCIAL ANALYST

**CLASSIFICATION:** FINANCIAL OFFICER 21

**MINISTRY:** CITIZENS' SERVICES

**WORK UNIT:** REAL PROPERTY DIVISION

**SUPERVISOR TITLE:** BUDGET MANAGER

**SUPERVISOR POSITION #:** 00086331

### **JOB OVERVIEW**

This position ensures the timely preparation of month-end, quarter-end and fiscal year end reports with financial processing, monitoring balance sheet activity, providing expert knowledge and guidance in correcting issues, and advising financial and program staff on financial accounting and operations processes.

The position can also work with other financial analysts in the branch to provide budget support for setting, measuring, analyzing and reporting on financial performance; integrate the reporting of financial and operational results; and assess and make recommendations on the financial implications of new initiatives.

### **ACCOUNTABILITIES**

Required:

- Develops program specific procedures to support accounting and reporting, ensuring compliance with corporate policies.
- Identifies and recommends changes to policies, procedures and systems to enhance controls and efficiency of financial management practices; implements business improvements and system enhancements to facilitate improved accounting and reporting.
- Provides advice on improvements; establishes effective financial monitoring and controls, analyzes expenditures and projections.
- Compiles and verifies information for Financial Statements, Quarterly Reports, Public Accounts and other financial statements for reporting.
- Analyzes balance sheet accounts to ensure they reflect ministry financial activities; attests to the reasonableness of asset, liability, revenue and expenditure accounts.
- Coordinates and consolidates information required for budget development including reviewing and analyzing Treasury Board submissions.
- Advises excluded managers in the planning and coordination of budgets, and guides processes for monitoring all financial targets, revenue and expenditure forecasting and reporting.
- Prepares and presents information on variances from planned expenditures for decision making on all aspects of financial planning and monitoring including operating, recovery, capital, and full-time equivalents.

- Plans and conducts activities within a timetable of critical deadlines and communicates budget instructions, policies and procedures.
- Provides financial training and advice to financial staff across the organization.

## **JOB REQUIREMENTS**

- Diploma in the field of financial management, such as the Financial Management Certificate Program, or equivalent.
- Experience in the application of general finance and administration policies and processes, financial reporting, and financial systems and controls including managing financial operations and managing financial policy.
- Experience in business case analysis and financial statement preparation and analysis.
- Experience interpreting legislation and conducting analytical research to support budget development and evaluation.
- Experience analyzing financial and accounting statements.
- Experience developing financial reports.
- Experience interpreting and implementing budget allocation and control mechanisms.

## **PREFERENCE MAY BE GIVEN TO APPLICANTS WITH ONE OR MORE OF THE FOLLOWING:**

- Post-secondary degree in a related field (e.g., business administration, accounting, finance); OR
- Completion of the Financial Management Certificate Program and at least three years of financial reporting/analysis experience.
- 2 years of overall experience in:
  - a. application of general finance and administration policies and processes,
  - b. financial reporting,
  - c. financial systems and controls including managing financial operations and managing financial policy.
- 2 years' experience analyzing, developing, and preparing financial statements or reports.
- 2 years' experience analyzing financial data for variances and errors and recommending remedial action.
- CPA designation or are enrolled in Core 1 and Core 2 of the CPA program.
- CFS Oracle Accounts Payable, General Ledger, Purchase Order and iProcurement modules experience.
- CFS Oracle Fixed Assets Module experience.
- Experience applying and interpreting CPPM Capital Asset Policy and Procedures.
- Experience presenting financial information to members of senior management.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- In-depth knowledge of GAAP, accounting systems and techniques.
- Intermediate to advanced experience and skill level in Microsoft Excel.
- Strong communications and negotiations skills.
- Ability to determine most efficient procedures to accomplish assignments.
- Ability to interpret and implement accounting and control mechanisms.

**Date: December 6, 2023**

## BEHAVIOURAL COMPETENCIES

- **Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
- **Managing Organizational Resources** is the ability to understand and effectively manage organizational resources (e.g., People, materials, assets, budgets). This is demonstrated through measurement, planning and control of resources to maximize results. It requires an evaluation of qualitative (e.g., client satisfaction) and quantitative (e.g., service costs) needs.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes, and generate solutions.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.
- **Improving Operations** is the ability and motivation to apply one's knowledge and experience for improving upon current modes of operation within the ministry. This behaviour ranges from adapting widely used approaches to develop entirely new value-added solutions.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.