



JOB POSTING

Date: August 25, 2021

Competition: #21-51A

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position:	Senior Financial Analyst
Division:	Finance & Administration
Location:	New Westminster Campus
Reporting To:	Senior Manager, Financial Planning & Analysis

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Summary:

The Senior Financial Analyst works closely with and supports the Senior Manager, Financial Planning and Analysis. The key responsibilities involve annual budgeting, quarterly forecasting, financial modeling, financial reporting and analysis, program costing models, and ensure AEST Ministry reporting are prepared accurately and in a timely manner. The incumbent is involved in projects for planning, analyzing, interpreting and reporting for internal and external stakeholders, and financial information requirements including Institutional program costing/program evaluation, and process improvements. This position provides support for planning, coordination, analysis, interpretation and reporting on a broad range of government and internal reporting requirements. The Senior Financial Analyst is expected to stay current on the governing accounting standards for the Institute, as well as ensure all reports and budgets are prepared using current and relevant accounting principles.

Primary Responsibilities:

Budgets:

- Preparation and maintenance of framework of operating and capital budgets, including financial models required to complete the annual budgeting process;
- Coordinates, gathers, reviews, analyzes, interprets and synthesizes institutional data and prepares reports to assist the Institute in making quality, evidence based strategic decisions.

Forecasts:

- Preparation of framework of quarterly School/Division forecasts, including consolidation required to complete analysis of forecasts and identifying implications to statement of operations;
- Coordinates, gathers, reviews, analyzes, interprets and synthesizes Institutional data and prepares reports to assist the Institute in making quality, evidence-based, strategic decisions.

Reporting:

- Provides support for planning, coordination, analysis, interpretation and reporting on a broad range of government and internal reporting requirements;
- Planning, analyzing, interpreting and synthesizes Institutional data related to meeting financial information requirements for external accountability reports.

Program Costing:

- Assists with preparation and advancement of Institutional program costing and financial evaluation models;
- Coordinates, gathers, reviews, analyzes, interprets and synthesizes Institutional data and prepares reports to assist the Institute in making quality, evidence-based, strategic decisions.

Other:

- Assists in development of new reporting tools to improve processes and efficiency, and to develop appropriate financial methods/reports of evaluating and measurement of performance;
- Participates in presentations and training sessions as required;
- Researches and recommends solutions that are efficient, easily maintained and have no negative impacts on other departments or established processes, and provides management with constructive recommendations for improvement.
- Understands and maintains a thorough understanding of Institute policies and procedures that support functional operations.

Perform other related work, as assigned.

Qualifications & Requirements:

- Professional designation in accounting: CA, CMA, CGA, CPA (Canada);
- Bachelor's degree in related field; Master's degree in business is an asset;
- Member in good standing with professional accounting organization;
- Minimum of three (3) years of experience in a business analyst role or similar;
- Comprehensive working knowledge of budgeting and forecasting techniques as well as proficiency with financial statement analysis, product/standard costing and internal controls and data validation methods;
- Strong analytical ability and proficiency in database management;
- Expert level experience in development of complex financial models and analysis tools (such as dashboards and BI analytics/tools);
- Demonstrated advanced level proficiency with Excel spreadsheet applications and database management;
- Demonstrated ability in financial planning, budgeting and forecasting in a complex environment;
- Demonstrated expertise with computerized accounting, reporting and data management systems and tools within an integrated management information system;

- Previous hands-on experience with complex service or product costing., worked with ERP systems and costing models;
- Advanced level computer and systems knowledge, i.e., Access or Crystal reporting (or similar), proficient with standard applications (Microsoft Office, PowerPoint, Word), and cloud based applications is an asset;
- High level of customer focus is essential and must be maintained throughout all facets of the job;
- Ability to problem-solve independently and collaboratively;
- Knowledge of post-secondary system operations, or other public sector organizations, including business processes, revenue and cost components and drivers of these measures;
- Ability to make effective decisions and to assume responsibility and accountability for successful completion of assignments and tasks;
- Accuracy of work and attention to details are essential;
- Must be a self-directed team player with strong collaboration, as well as excellent interpersonal, organizational, communication and problem-solving skills;
- Proven ability to deliver results under pressure, against time constraints and in a rapidly changing environment;
- Knowledge of management information systems terminology, concepts, and practices;
- Highly motivated with the ability to independently manage multiple priorities, meet deadlines, and possess excellent organizational, planning and time management capabilities;

We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the Municipal Pension Plan after six months. In addition, we offer 15 vacation days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$66,749 to \$76,241 annually (BCGEU Salary Grid 25)

Posting Date: August 25, 2021

Closing Date: Open until Filled

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #21-51A, via email to hr@jibc.ca.

Please feel free to contact Rebecca Lee, Senior Manager, Financial Planning & Analysis at rlee@jibc.ca for more information about this position.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples and persons with disabilities.

