



**COMMUNITY LIVING
BRITISH COLUMBIA**

POSITION TITLE: Corporate Finance Analyst	POSITION NUMBER: 83960
DIVISION/BRANCH: Corporate Services/Finance	LOCATION: Vancouver – Head Office
CURRENT CLASSIFICATION LEVEL: Financial Officer 24	DATE: March 2016
SUPERVISOR'S POSITION NUMBER 83853	SUPERVISOR'S TITLE/CLASSIFICATION: Manager, Business Planning

PROGRAM

Community Living British Columbia [CLBC] is a crown corporation responsible for arranging support and services to individuals with developmental disabilities and their families. CLBC staff strives to adhere to the corporate vision ***Good lives in welcoming communities.***

The Corporate Services Division provides Finance, procurement, contract support, facilities management, risk management and administrative services for Community Living British Columbia (CLBC). The Division is responsible for the development and implementation of all planning, systems, policies and procedures to ensure proper financial control is maintained and reporting requirements are met, an effective risk management framework is in place and necessary facility and administrative supports are provided to ensure effective operations.

PURPOSE OF POSITION

The Senior Financial Analyst reports to the Manager, Business Planning & Analysis (BP&A) and is primarily responsible for financial planning and reporting; providing budget advice and support to Head Office staff, including managers, directors and senior executives, and to Regional Financial Managers on the financial administration, budget development processes, and expenditure forecast processes; performing ongoing budget planning, adjusting, monitoring, analysis, and forecasting.

This position provides direct assistance to the Manager, BP&A in meeting current and future financial and operational requirements and provides support and advice on assigned projects and initiatives. The Senior Financial Analyst also discusses with the Manager his/her analysis of various reporting needs formulating recommendations, and executing decisions made by the Manager.

JOB DUTIES AND ACCOUNTABILITIES

The Senior Financial Analyst reports directly to the Manager, Business Planning & Analysis. The position is accountable for preparing a significant variety of budget and forecast analyses and reports, in a timely and accurate manner. These include but are not limited to the annual budget allocation and turnaround documents, Head Office administration forecasts, monthly regional contracted services and operations forecasts, and the Provincial Assessment Center (PAC) budget and forecast.

The position provides budget advice to BP&A manager, head office managers, directors, and senior executives, and to Regional Financial Managers and PAC staff regarding budgeting and forecasting questions, issues, allocation and reallocation of funds, appropriateness, effectiveness and timeliness of financial and operational performance reporting tools, compliance with CLBC financial policies and procedures. Where appropriate the position

analyses reporting needs and issues and formulates analysis with recommendations for presentation to the BP&A Manager. The position provides budget advice to BP&A manager, head office managers, directors, and senior executives, and to Regional Financial Managers and PAC staff regarding budgeting and forecasting questions, issues, allocation and reallocation of funds, appropriateness, effectiveness and timeliness of financial and operational performance reporting tools, compliance with CLBC financial policies and procedures. Where appropriate the position analyses reporting needs and issues and formulates analysis with recommendations for presentation to the BP&A Manager.

The Senior Financial Analysts processes ongoing internal budget adjustments in the ERP system accurately and assures that the budget in the system reconciles to the general ledger and to the internal budget approved by CLBC's Board of Directors.

The position compiles and prepares a significant portion of initial drafts of established documents such as annual budget management plans, service demand assessments of regional contracted services, annual budget allocation documents of 11 Quality Service Areas. The position also works closely to with the BP&A Manager to support the analysis and design of new reports and re-vamped processes and documents such as the aforementioned documents.

This position functions in a challenging, dynamic, results-oriented environment where priorities are continuously changing and various tight deadlines have to be met, requiring the incumbent to excel under pressure and work proactively with minimal direction. This position establishes and maintains strong, effective relations within head office, and with regional managers and staff.

Key Roles and Tasks

1. Budget Analysis and Development:

- Collects data and information and performs complex data analyses for budget development purpose, including analyses of past fiscal costs, effect of new and enhanced services, contract recoveries, for Developmental Disabilities (DD) and Personalized Services Initiative (PSI) as well as other cost impacts;
- Supports the development of regional contracted services budget calculation/allocation worksheets (budget turnaround documents) based on the analyses and senior management's decision on new funding allocation formulas and criteria.
- Works with the BP&A manager to designs and improve various documents and processes with increased automation and sophistication.
- Prepares significant portions of initial drafts of many Guides authored by the BP&A Manager to support RFMs, SCCs and QSMs.
- Coordinates, collects, and reviews DD and PSI BMP templates and Service Demand Assessments (SDA) from 11 Quality Service Areas; consolidates and provides additional analysis for distribution to HO managers, directors and executives.
- Coordinates with other managers in Finance to support the BP&A Manager in preparing Budget Allocation documents for directors, executives, and regions.
- Brainstorms with BP&A Manger in developing new budgeting processes, provides research findings and makes recommendations to enhance existing processes.
- Liaises with Corporate Reporting Manager to support BP&A Manager in preparing Annual Operating Budget Board Report for executives and the Board of Directors of CLBC.
- Supports and advises head office managers, directors, and executives in organizing budget requests for their discussion with CEO.
- Develops and maintains the running budgets for Multi Disordered (MDDs) and High Cost Individual internal subsidy Initiatives.
- Collects questions/issues raised by different parties, performs analysis and proposes recommendations to the parties and or the BP&A Manager as appropriate in the circumstance.
- Assists the Manager, BP&A in preparing all annual budget documents including

regional operations budget, head office administration, special projects, contract recoveries budget by conducting research and analysis, and by consulting with various CLBC staff at all levels;

- Updates and maintains Head Office budgets for each responsibility Centre in detailed reconciled working papers and in the ERP system.
- Coordinates with Accounting Services regarding Chart of Account changes and other budget related matters;
- Prepares annual budget and actual expenditure reports as required per external auditor's request.

2. Budget Adjustments/Transfer and Maintenance on CAS Budget Module:

- Processes internal budget adjustments/transfers and uploads it to Budget Module in CLBC's ERP whenever necessary and approved by the BP&A Manager (due to client transfers, budget realignment, coding changes, budget re-allocations, budget lifts, etc.);
- Records and reconciles the budget transfer (BTR) approvals from Quality Service Managers, reviews and corrects errors, and prepares and maintains BTR master files;
- Designs, prepares, and updates FTE numbers and dollar budget calendarization report for Payroll annually.
- Creates and maintains budget calendarization patterns on CLBC's ERP system.
- Reconciles budget numbers by category on the CAS Budget Module to those on Board approved Internal Budgets.
- Checks budget exception report and posts budget by assigned deadlines.
- Maintains budget upload working documents and uploads confirmation reports for future reference.
- Prepares monthly revenue budget calendarization fluctuation report to help explain deferred revenue on Financial Statements.

3. Forecasting:

- Discusses designs, improves, and implements forecast templates that maximize automation of forecast process and drafts explanatory notes/instructions to regions.
- Addresses RFMs' technical questions/problems related to forecast templates.
- Prepares and provides RFMs their annual and YTD budget numbers by category on a monthly basis by the assigned deadline for them to use in forecast.
- Prepares monthly regional budget reconciliation reports for RFMs' reference for their forecast variance analysis purpose.
- Coordinates, collects, and reviews contracted services forecasts and regional operations forecasts from 11 Quality Service Areas, and provides feedback to RFMs if there are any errors or deficiencies.
- Works with the BP&A Manager to prepare head offices' portion of forecasts for contracted services, administration, and regional operation projects by meeting on a regularly assign basis with head office managers, directors, and executives, and PAC Director to review their YTD expenditures and assists them in preparing their forecast information.
- Prepares and maintains a monthly reconciliation of HO contingency budgets.
- Prepares monthly contracted services and regional operations forecast consolidation reports for distribution to management team;
- Collects and reviews regular Provincial Assessment Centre (PAC) forecasts and provides training and coaching to PAC staff on understanding budget and forecast processes.
- Puts into place an established back-up forecast procedure when any of the 11 RFMs are on vacation.
- Reviews and advises Accounting Services staff of general ledger coding errors revealed through analytical review, recommends corrective action, and records corrections in working papers.
- Provides directions and training to any staff who are acting for this position, or

assisting the department temporarily regarding the Senior Financial Analysts' roles and duties.

4. Variance Analysis:

- Assists the Manger, BP&A to prepare variance analysis reports for Administration and Provincial Services on a monthly basis.
- Prepares first draft of established monthly Provincial Commentary advising regions and managers/executive on support levels for BP&A Manager review and edits as needed.
- Liaises with Regional Finance Managers, Accounting Services, other Corporate Services Areas, and other Headquarters staff to determine explanations for variances from budget and expectations, and to assist regions in forecasting in the Out-months reporting.
- Prepares detailed variance analysis on consolidated regional operations forecasts and administration forecasts for BP&A Manager's use in preparing the regular Board reporting.
- Assists BP&A manager in preparing bi-monthly Board Financial & Operating Board Report by updating and reconciling consolidated CLBC variance summaries in monthly financial statements and ensuring accuracy of tables used for the Board reporting, changing them each reporting period as needed.
- Prepares first draft of established extensive year-end cross-referenced Board Financial and Operating Report working papers supporting BP&A Manager's Board Report preparation.

5. Special Projects:

- Assists the Business Planning Manager to plan and execute special projects related to Business Planning and Analysis of CLBC strategies and tactics.

6. Performs other job duties:

- Provides other ad hoc and recurring data collection, analysis, and reporting as required.
- Provide support as needed as a CLBC subject matter expert in the Funding Guide Templates (FGTs).
- Assists with organizing and coordinating monthly RFM teleconferences, and annual in-person conference, collecting requested agenda topics and documenting first draft of established Action Points/Decisions for Manager BP&A edit and distribution.
- Documents and maintains departmental procedures.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

Experience, Knowledge and Abilities:

- Extensive experience in budget monitoring, forecasting and analysis and reporting preferably in a public sector setting, or comparable experience;
- Minimum of three years' experience in analyzing and resolving complex budget and financial management issues, or comparable experience;
- Minimum of three years' experience in providing finance based consultative services to a variety of client groups, or comparable experience;
- Comprehensive knowledge and ability to produce accurate reports and presentations;
- Excellent written and oral communication skills;
- Extensive experience in using a variety of computerized financial systems and applications including MS Excel at an intermediate level to advanced level. Prefer experience in MS Word, CAS Oracle, RAPS and MIS/SWS, or comparable experience;
- Ability to analyze, interpret, summarize and organize information, including financial information, accurately and in a timely manner;

- Demonstrates confidence and integrity in carrying out duties and advising staff;
- Ability to work independently, keeping Manger, BP&A informed of important issues in an organized and efficient manner;
- Ability to advise and give direction to senior management and regional staff in a tactful, professional manner on complex issues while maintaining the confidentiality of sensitive information when appropriate or required;
- Ability to independently plan, organize, and manage workload taking into consideration changing priorities, tight deadlines, a large volume of work, and available resources;
- Experience in providing directions, training, and coaching to other people.

Skills:

- Mathematical and accounting skills
- Communication and coordination skills (verbal and written)
- Organizational skills
- Coaching skills
- Ability to operate computer systems and other related equipment

COMPETENCIES:

- Analytical Thinking
- Planning, Organizing, and Coordinating
- Problem Solving and Judgment
- Conceptual Thinking
- Results Orientation
- Organizational Commitment
- Expertise
- Flexibility
- Teamwork and Cooperation
- Service Orientation

EDUCATION

Graduate of a recognized accounting program such as CMA, CGA, CA with at least three years' recent related business experience.

Special Requirements

- Applicant subject to a criminal record review

I confirm that:

- Accountabilities/deliverables were assigned to this position effective; July 5, 2010.
- The information in this position description reflects the actual work performed.
- A copy has/will be provided to the incumbent(s).

Name:

Signature:

Date: