

**TITLE: FINANCIAL ANALYST - ACCOUNTING**

**CLASSIFICATION: FINANCIAL OFFICER 21**

## CONTEXT

### CONTEXT - FOR REVIEW PURPOSES ONLY – PLEASE DELETE THIS TEXT BOX PRIOR TO POSTING

*The profile is an accounting specialist for the clients served, and is responsible for providing financial advice and analysis to support accounting decisions. The Analyst resides in a centralized financial services branch or within a significant and financially complex program and/or project area and reports to an excluded manager at the Business Leadership level.*

*The large programs and/or projects supported are typically significant in terms of ministry priorities and have unique accounting requirements. The Analyst provides services to contribute to the improvement of ministry operations. This typically involves applying specialised knowledge to unique business scenarios in order to recommend effective client solutions.*

## JOB OVERVIEW

*To provide advisory services in the development and monitoring of accounting frameworks; 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.
- Represents the ministry on corporate financial projects.
- Interprets corporate policy related to capital assets and develops related organization procedures; explains capital and amortization procedures to organization staff.
- Oversees the complete, accurate and timely production of executive financial reports.
- Implements a system of internal controls in order to safeguard ministry assets and provides advice on improvements; establishes effective financial monitoring and controls, analyzes expenditures and projections, and provides cost analysis of new initiatives.
- Compiles and verifies information for Financial Statements, Quarterly Reports, Financial and Economic Review, 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.
- Reviews and confirms financial statements prior to their being published.
- Provides financial training and advice to financial staff across the organization.

**Optional Accountabilities: - FOR REVIEW PURPOSES ONLY – PLEASE CHOOSE RELEVANT OPTIONAL ACCOUNTABILITIES AND “CUT AND PASTE” TO THE “REQUIRED” SECTION ABOVE, AND DELETE THIS TEXT BOX PRIOR TO POSTING**

- Supervises staff, conducts performance appraisals, provides performance feedback, and provides employee development guidance/opportunities.
- Develops and monitors cost sharing agreements.
- Conducts internal financial audits.
- Develops and implements revenue management systems.

## **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 required 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.
- In-depth knowledge of GAAP accounting systems and techniques.
- Strong communications and negotiations skills.
- Ability to determine most efficient procedures to accomplish assignments.
- Ability to interpret and implement accounting and control mechanisms.

**Optional Job Requirements: - FOR REVIEW PURPOSES ONLY – PLEASE CHOOSE RELEVANT OPTIONAL JOB REQUIREMENTS AND “CUT AND PASTE” TO THE JOB REQUIREMENTS SECTION ABOVE, AND DELETE THIS TEXT BOX PRIOR TO POSTING**

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

**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.

**FOR REVIEW PURPOSES ONLY – SUGGESTED COMPETENCIES LISTED ABOVE COMPLEMENT THE REQUIRED ACCOUNTABILITIES FOR THIS JOB PROFILE. CORE PUBLIC SERVICE COMPETENCIES OF TEAMWORK AND COOPERATION, SERVICE ORIENTATION AND RESULTS ORIENTATION CAN ALSO BE USED. FOR A COMPLETE LIST OF COMPETENCY DESCRIPTIONS PLEASE SEE [COMPETENCIES](#).**

**[INDIGENOUS RELATIONS COMPETENCIES](#) ARE ALSO AVAILABLE. SUPERVISORS AND EMPLOYEES WILL APPLY THESE COMPETENCIES SEPARATELY OR IN CONJUNCTION WITH THE OTHER COMPETENCIES. DEVELOPED WITH INDIGENOUS COMMUNITIES, THESE INDIGENOUS RELATIONS COMPETENCIES ARE CRITICAL FOR RECRUITING AND HIRING, ENGAGING EMPLOYEES, EVALUATING AND MANAGING PERFORMANCE, AND IDENTIFYING LEARNING AND DEVELOPMENT DIRECTION, REGARDLESS OF WHETHER A JOB HAS DIRECT OR INDIRECT INDIGENOUS RELATIONS RESPONSIBILITIES.**

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