

JOB DESCRIPTION
MANAGEMENT EXCLUSION

1. Position No. 81568	2. Descriptive Working Title DIRECTOR, FINANCIAL ANALYSIS & GOVERNMENT RELATIONS		3. Present Classification Excluded Management
4. Branch CORPORATE SERVICES	5. Department FINANCE	6. Proposed Classification	Date Nov 2019
7. Position No. of Supervisor 33018	8. Descriptive Work Title of Supervisor EXECUTIVE DIRECTOR, FINANCE		9. Classification of Supervisor Excluded Management

SCOPE OF THE ORGANIZATION

The British Columbia Housing Management Commission (BC Housing) is a crown agency of the provincial government and is responsible for providing a range of housing programs for British Columbians. BC Housing, together with its partners, works across the housing continuum to: ensure the most vulnerable have housing and support options that provide stability and maximize independence; increase the supply of affordable and supported housing options for people with low and moderate incomes; administer rent assistance programs; oversee the management of provincial housing properties and programs; support strong non-profit and Indigenous housing sectors; and provide a licensing system in which residential builders achieve a high bar of professionalism. BC Housing has an annual budget of \$1.45 billion in 2019/20 and assists more than 110,400 households in over 300 communities throughout the province. BC Housing seeks sustainable housing solutions that are supported by excellence in service delivery and research, and that take into account social, financial and environmental impacts.

Corporate Services is responsible for providing a full range of financial, administrative and information management, legal, program analysis and corporate planning services for the Commission. The Branch develops financial policies and controls, undertakes budgeting, accounting, reporting, cash management and investing activities, oversees mortgage administration for BC Housing and Provincial Rental Housing Corporation (PRHC), and provides construction financing through the Commission's status as a National Housing Act approved lender. The Branch is instrumental in creating financial and business solutions to promote and advance construction and development projects and working with the non-profit housing sector in initiatives to maximize the allocation of funds and return on investments. The Branch is responsible for information technology development and operations, and for corporate administration including business support services, purchasing, risk management and insurance, facilities and records management, and FOI and Ombudsman liaison. The Branch also provides program analysis, corporate research/planning, and legal services and advice in advancing and supporting the achievement of Commission objectives.

POSITION SUMMARY

Reporting to the Executive Director, Finance, the Director, Financial Analysis & Government Relations is responsible for the Commission's budgeting and financial reporting functions. The Director will leverage analytical expertise and finance knowledge in the development of strategic reporting to the Commission's Executive Committee, Board of Commissioners, and Canada Mortgage and Housing Corporation (CMHC). The position will be responsible for developing strong working relationships with external partners including the Ministry of Municipal Affairs and Housing's Financial Services Division and Office of Housing and Construction Standards, as well as Treasury Board staff within the Ministry of Finance. The position will be responsible for leading the financial analysis and business case development for the provincial annual budget process, Treasury Board

submissions and Cabinet submissions. The position will liaise extensively with the Commission's core business areas to oversee the preparation of information on housing programs and project initiative plans, provincial reporting and overall compliance with government processes and funding parameters. The position will support the Executive Director, Finance in providing financial expertise to internal and external partners which includes advising on and facilitating compliance with government funding criteria and all related deadlines.

MAJOR RESPONSIBILITIES

1. Leads the annual budgeting process and the preparation of budgets for the Commission and PRHC. Manages the implementation of budget management decisions and controls departmental spending within approved budget limits.
2. Leads the reporting of results against budgets, estimates and forecasts. Develops and recommends strategies to improve the Commission's financial position and presents options for utilizing surplus funds and managing budget pressures.
3. Leads the financial analysis and evaluation of all current and anticipated programs, evaluates actual and projected expenditures and resource requirements, and provides advice on strategies and options for new business directions. Works in conjunction with government ministries and other stakeholders with respect to the implementation of new programs, identifying BC Housing's role and developing regulatory, financial and operating frameworks and policies.
4. Leads the preparation of financial reports, analyses, and submissions for management, the Board, financial committees of the Board, the Comptroller General, Treasury Board, CMHC, Ministry responsible for Housing, the Ministry of Finance, and various other ministries. Produces timely financial information to assist the Commission's Executive Committee in making sound business decisions.
5. Works closely with the Executive Director, Finance and Vice President, Corporate Services & Chief Financial Officer, and other branches of the Commission as required to lead the development and coordination of Treasury Board and Cabinet Submissions including business case positioning and preparation of financial analysis and models, and forecasts.
6. Acts as the primary financial conduit between the Commission, Ministry responsible for housing and Treasury Board Staff for items related to ad hoc financial reporting, housing programs and project initiative reporting, and other strategic financial reporting as well as to facilitate exchange of financial and other related information.
7. Act as a key point of contact and liaison with financial and policy staff in ministries with housing and homelessness related activities as well as with Treasury Board Staff.
8. Leads the preparation of the 10-year Capital Plan and 5-year Financial Management Plan; assesses various scenarios incorporating assumptions regarding the economy, government policy, interest rates, construction costs and other parameters, and develops options for review by the Executive Director.
9. Develops and directs the implementation of appropriate accounting policies, systems and controls in accordance with generally accepted accounting principles and in compliance with applicable legislation; oversees the application of accounting principles to ensure proper and accurate reflection of BC Housing and PRHC activities in the records and books of accounts.
10. Designs and leads the implementation of effective management reporting models and tools to support financial activities and decision making.
11. Supervises the work of staff in accomplishing the business activities of the program area. Creates an environment that allows for a supportive and progressive attitude among staff and promotes improved performance through counselling and coaching and by ensuring that staff are provided with information and training necessary for the conduct of their assigned duties. Completes performance evaluations, determines performance issues, and takes disciplinary action, which may include suspension and the recommendation

for termination. Has significant input into hiring, promotion and demotion decisions, recommends changes in compensation of staff and authorizes overtime. Resolves grievances up to the second stage of the grievance process. Identifies to senior management appropriate collective agreement wording to serve the employer's interests in achieving operational goals and objectives and may participate on the negotiating committee as a management representative. Determines resources required to fulfil operational requirements, develops staffing plan, and recommends staffing levels to accomplish objectives, including revisions to staffing levels as necessary as operational requirements change.

12. 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

There are six positions reporting to the Executive Director, Finance: Senior Manager, Supply Chain Services, Comptroller, Manager, Business Support Services, Director, Lending Services, and Director, Financial Analysis and Government Relations.

Reporting directly to the Director, Financial Analysis and Government Relations are two positions: Senior Manager, Budgeting & Financial Reporting and Manager, Financial Analysis and Reporting.

QUALIFICATIONS

Education, Experience and Occupational Certification

University degree in commerce, business administration, finance, or public administration

Chartered Professional Accountants (CPA) designation; and a minimum ten (10) years of experience in progressively responsible finance and accounting roles

Considerable senior level experience working in, or with, government is preferred

Knowledge, Skills and Abilities

Core Competencies

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

Leadership Competencies

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

In-depth and significant knowledge of accounting, budgeting, forecasting and financial analysis models and frameworks, reporting systems, processes and controls, specifically within government and not-for-profit environments

In-depth knowledge and understanding of the Commission's programs and operating requirements, relevant legislation, and the role of central agencies considered an asset

Considerable knowledge of mission-critical corporate enterprise applications such as JD Edwards EnterpriseOne, WebFOCUS, and the Central Property System (CPS) preferred

Ability to provide leadership in conducting research, preparing financial analyses, and analysing complex financial matters

Ability to establish a high level of rapport and effective working relationships with all levels of management, government and housing partners, and other stakeholders to build consensus and accomplish objectives

Ability to assess the business and financial ramifications of new programs and opportunities and develop strategies and options to facilitate the accomplishment of objectives

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

Excellent research, presentation, and report writing skills

Highly effective consultation, facilitation, communication, conflict resolution, problem solving and interpersonal skills.

Strong analytical, and conceptual thinking skills