

1. Position No. 80624, 33016, 81740	2. Descriptive Working Title MANAGER, FINANCIAL ANALYSIS & REPORTING		3. Present Classification Excluded Management
4. Branch CORPORATE SERVICES	5. Department FINANCE	6. Proposed Classification	Date Nov 2019  Revised January 2021
7. Position No. of Supervisor TBD	8. Descriptive Work Title of Supervisor SENIOR MANAGER, FINANCIAL ANALYSIS & REPORTING		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 delivering a range of housing programs for British Columbians. BC Housing works in partnership with the private, non-profit and co-operative sectors, Indigenous communities, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. New housing is created across the housing continuum, from supportive housing for the homeless to affordable rental and owner-purchased housing for middle income British Columbians. BC Housing also has responsibilities related to licensing of residential builders, home warranty insurance, and research and education to improve the quality of residential construction and consumer protection. BC Housing's annual budget in 2020/21 is \$1.6 billion, with approximately 117,616 households benefitting from affordable housing programs in over 300 communities across the province.

In delivering on our strategic direction and mandate, BC Housing is also committed to working in partnership with Indigenous peoples to embrace and implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada (TRC): Calls to Action. BC Housing is also committed to taking action towards the goals of equity, diversity, inclusion and belonging in the work we do, involving employees, our partners and the people we serve through our programs and services. BC Housing's commitment to sustainability is reflected in our livegreen Housing Sustainability plan.

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 Senior Manager, Financial Analysis & Reporting, the Manager, Financial Analysis & Reporting is responsible for coordinating and developing the preparation of monthly, quarterly and annual financial reports and other financial analyses for review by Finance Senior Management, and subsequent presentation to the Executive, Board, external partners, the Ministry Responsible for Housing, Treasury Board/Staff and the Canada Mortgage Housing Corporation (CMHC). He/she/they conducts financial and cost/benefit analyses of current and anticipated programs and initiatives,

prepares financial analysis and models to support the development of Treasury Board and Cabinet submissions, and leads and manages special projects of a financial analysis and reporting nature. The position is responsible for preparing long term cash flow forecasts and overseeing the preparation of various reports for the Commission's programs and initiatives, including business case submissions to the Ministry Responsible for Housing, Treasury Board and/or Cabinet to support the in-year expenditure management and annual provincial budget processes. The position manages the core financial structure of the Finance system, JD Edwards EnterpriseOne (JDE1), develops and manages models, programs and reporting tools to support business and corporate reporting requirements, and designs and develops financial reports to provide current, sensitive and relevant information for decision making. The incumbent provides advice and guidance to Commission managers regarding the effective use of financial resources and options to enhance financial and business performance.

## **MAJOR RESPONSIBILITIES**

1. Oversees the coordination and preparation of monthly, quarterly and annual financial reports and other financial analyses for review by the Senior Manager, Director and/or Executive Director, Finance, with subsequent presentation to and overview by BC Housing's Executive Committee, Board of Commissioners, and external partners including the Ministry Responsible for Housing, Treasury Board/Staff and CMHC. Working closely with the Senior Manager, ensures the prioritization of the Commissions in-year monthly, bi-monthly, quarterly, and other ad hoc report backs to Treasury Board and the Ministry Responsible for Housing on progress and results against financial and housing policy targets.
2. Works closely with the Finance Senior Management as required to prepare financial analysis and models, business case positioning and forecasts supporting the development of Treasury Board and Cabinet submissions. Prepares and/or provides guidance to team members, to undertake financial analysis and models to support the development of anticipated programs, budgets or reporting requirements for consideration and decision by BC Housing's Executive Committee, the Board of Commissioners, the Ministry Responsible for Housing or Treasury Board. This includes preparation of project initiative plans and needs forecasting including identifying and estimating all capital, operating and other resource requirements over a project/program lifespan as well as the impact of contributing factors such as market trends, interest rates, escalation and other economic indicators. Ensures development of initiatives include viable and practical options that align with the organizations legal spending authority, fiscal management strategies, governance and accountability framework, corporate directives and policies, and expected results.
3. Develops program design strategies, frameworks, and due diligence analysis for inclusion in Treasury Board, Cabinet and other submissions that support the delivery of the provincial housing strategy, including business case positioning and preparation of resource requirements based on financial analysis, models, and forecasts. Ensures initiatives align with the government's legal spending authority, legislative and regulatory framework, fiscal management strategies, governance and accountability, corporate directives and policies, and expected results.
4. Develops and maintains positive relationships within the Commission and with representatives of various partners and ministries of the Province including the Ministry Responsible for Housing, Crown Agency Resource Office (CARO), Treasury Board Staff, CMHC and non-profit societies in facilitating the exchange of financial and other related information. Acts as a financial conduit between the Commission, Ministry Responsible for Housing and Treasury Board Staff for items related to 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.
5. Working closely with Accounting and other internal stakeholders, prepares comprehensive, long-term cash flow forecasts and other financial analyses and reporting , including the associated impact on grants in advance of construction, mortgage receivables, etc., for inclusion in the quarterly forecasts and business cases submitted to Treasury Board Staff.
6. Coordinates the preparation of subsidy/claims requests (funding contributions) to sponsoring partners.
7. Prepares the annual audit requirements for programs and initiatives as set forth in various policy, program and other agreements such as the Social Housing Agreement and the Canada-BC Affordable Housing Agreement.
8. Manages the core financial structure in the Finance system (i.e. JDE1) with the astute understanding of the impact to financial reporting and other related modules, functions and other business systems when changes are implemented.
9. In conjunction with other branches of the Finance team and other branches of the Commission, develops and establishes effective methods and tools for tracking and reporting of results against targets. Works closely with

- IT and other internal and external stakeholders to develop and recommend strategies to improve or enhance the various financial systems.
10. Develops and manages models, programs and reporting tools to support the business and corporate reporting requirements pertaining to the diverse activities of Finance.
  11. Designs and develops financial information reports to provide current, accurate and relevant information for senior managers in the business areas in order to assist them in assessing their resources and making sound business decisions.
  12. Develops and reviews program and project reports to respond in a timely and accurate manner to internal and external data requests. Determines most effective methods for generating data, analyzes the information utilizing knowledge of the Commission's programs and projects, and uses judgment to strategically present the data suitable for the target audience.
  13. In consultation with IT and other business areas as required, manages the creation of new financial reports that respond to the needs of an evolving workplace environment where immediate access to, and analysis of large data sets is the expectation. Identifies business requirements, develops report mockups, and conducts user acceptance testing.
  14. Prepares or oversees the preparation of financial and cost/benefit analyses of current and anticipated developments, programs and initiatives, including assessing the impact of contributing factors such as operating costs, interest rates, market trends, economic indicators, construction, land and other capital costs, etc.
  15. Works closely with the Senior Manager, Strategic Oversight and Reporting and/or Senior Manager, Budgeting & Financial Reporting to assess and recommend strategies to maximize business opportunities such as increasing revenues and reducing costs, and evaluates the risks associated with the strategies.
  16. Provides leadership, advice, and support to the other departments within the Finance branch and recommend strategies to improve or enhance existing processes, financial reports, and the development and use of ad-hoc reporting. Builds and maintains working relationships with staff within the Branch and the Commission and provides general advice and guidance to Commission managers regarding the effective use of financial resources and options to enhance financial and business performance.
  17. 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 is provided with information and training necessary for the conduct of their assigned duties. Determines and actively manages performance issues, completes performance evaluations and takes disciplinary action, as needed, 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 plans, and recommends staffing levels to accomplish objectives, including revisions to staffing levels as necessary as operational requirements change.
  18. 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**

The Manager, Financial Analysis and Reporting reports to the Senior Manager, Financial Analysis and Reporting.

The Manager, Financial Analysis and Reporting position supervises a team of staff, including bargaining unit employees.

## QUALIFICATIONS

### Education, Experience and Occupational Certification

Bachelor's degree in commerce, business administration, finance, public administration, economics or a related field.

Considerable experience in a large computerized accounting operation in the public sector, including considerable experience in financial reporting and analysis.

Or an equivalent combination of education, training and experience acceptable to the Employer.

### Knowledge, Skills and Abilities

#### Core Competencies:

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

#### Leadership Competencies:

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

Extensive knowledge of financial reporting/analysis models and frameworks and considerable knowledge of financial, accounting and reporting systems, processes and controls.

Considerable knowledge of financial reporting and analysis functions within the government environment.

Ability to learn and understand mission-critical corporate enterprise applications (i.e. JD Edwards, WebFOCUS, and the Central Property System (CPS)).

Ability to learn and understand the Commission's programs and operating requirements, relevant legislation, and the role of central agencies.

Ability to distil complex and technical financial and policy/program information and effectively communicate considerations and implications to an executive audience through verbal briefings as well as clear writing of reports and business case submissions.

Ability to work independently as well as function effectively as part of a team in a fast-paced deadline-oriented environment.

Ability to conduct research, undertake complex financial analyses and facilitate improved financial and business decision-making.

Ability to manage relationships and exercise tact, diplomacy and good judgment when dealing with a broad range of audiences.

Ability to exercise independence of action in participating and providing program/service recommendations as a member of the management team.

Ability to provide expert opinions/briefings, advice to senior management on identified and emerging issues impacting program or service goals, outcomes or efficiencies.

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

Ability to demonstrate initiative and follow-through skills including the ability to work under the direction of, or leading several people, organize and prioritize work, and meet deadlines within shifting environments.

Strategic orientation, detail orientation and well-developed business acumen skills.

Effective communication, writing, presentation and interpersonal skills.

Strong research, analytical, problem solving and conceptual thinking skills.

Proficient in the use of Microsoft applications including Outlook, Excel, Word and PowerPoint.