

**JOB DESCRIPTION**  
BCGEU

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|----------------------------------------|---------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------|
| 1. Position No.<br>TBA                 | 2. Descriptive Working Title<br>Financial Performance Advisor             |                                       | 3. Present Classification<br>AO5                 |
| 4. Department<br>Operational Services  | 5. Branch/Section<br>Operations                                           | 6. Work Location<br>Telework Eligible | Date<br>November 2021                            |
| 7. Position No. of Supervisor<br>81701 | 8. Descriptive Work Title of Supervisor<br>Director, Operational Services |                                       | 9. Classification of Supervisor<br>Excluded Mgmt |
| 10. Job Summary:                       |                                                                           |                                       |                                                  |

Reporting to the Director, Operational Services, the Financial Performance Advisor is responsible for managing the Branch budgeting and forecasting process, providing oversight of the Branch budget and making recommendations to support Branch financial performance. He/she/they conducts data analysis to monitor the branch financial performance and develops and implements improved strategies to ensure good financial performance within the branch. The position provides leadership to Operations Management in gathering and analyzing data and putting forward branch recommendations for Treasury Board Submissions.

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| 11. Duties: |
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1. Manages the annual budgeting process and preparation of the Branch budget (approximately \$900 million), working closely with various internal stakeholders including Operations Budget Managers, Regional Directors and the Finance department. Monitors and analyzes results against budgets, prepares forecasts and other financial report.
2. Develops and implements strategies to improve the Branch budget and forecasting process and improve Branch financial performance. Reviews and analyzes background information and drafts reports for the Operations management team.
3. Participates in the Operations management meetings and provides advice and guidance in the development of plans and issues impacting business strategies. Implements Branch budget management decisions.
4. Prepares quantitative reports outlining implications of proposed actions including cost benefit and project evaluation analyses
5. Conducts scheduled and ad-hoc data analysis, builds dashboards to monitor financial performance and metrics, and reports on outcomes through various mediums including written reports, visuals and infographics
6. Maintains tracking database for emerging Operations budget pressures and project costing. Reviews and evaluates tracking documents, and takes effective action to ensure emerging issues are dealt with.
7. Develops, implements and maintains models, systems and tools to support business planning and financial/budgeting processes pertaining to the diverse activities within the Operations Branch.
8. Designs data capture and reporting systems that accurately reflect financial performance activities and commitments of the Branch, while ensuring adherence to audit requirements
9. Develops and produces reporting and key performance indicators for the collection of Branch budget and forecasting data. Collaborates with the Manager, Housing Partners Performance to ensure Housing Partners are funded properly during the annual budget process
10. Utilizes business intelligence tools (e.g., WebFOCUS and Power BI) to extract and analyze Operations financial performance data from the Commission's core systems.

11. Participates on and provides guidance and expertise to working groups, committees and project teams with respect to branch financial performance reporting.
12. Reviews and provides recommendations on draft Executive Committee submissions from the Operations branch and other branches to assess the quantitative impact to Operations as a branch and inform senior leadership of findings in advance of Executive Committee meetings.
13. Works directly with Finance and acts as the Branch lead to prepare comprehensive, long-term cashflow and reporting for Treasury Board submissions.
14. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

**STAFFING CRITERIA**

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|---------------------------------------|---------------------------------------------------------------|----------------------------------|
| 1. Position No.<br>TBA                | 2. Descriptive Working Title<br>Financial Performance Advisor | 3. Present Classification<br>AO5 |
| 4. Education, Training and Experience |                                                               |                                  |

Bachelor's Degree in finance, business administration, public administration or a related field

Considerable experience in financial management, financial analysis, cash flow forecasting and performance monitoring

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

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| 5. Knowledge, Skills and Abilities |
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**Core Competencies:**

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

Considerable knowledge of budgeting, financial and accounting functions, specifically within government and the not-for-profit environment

Considerable knowledge of budgeting, forecasting and financial analysis models and frameworks

Considerable knowledge of financial, accounting and reporting systems, processes and controls

Excellent research, analytical, problem solving and conceptual thinking skills

Effective communication, writing, presentation and interpersonal skills

Ability to learn and understand mission-critical corporate enterprise applications (e.g., 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 work autonomously as well as function effectively as part of a team in a fast-paced deadline-oriented environment.

Ability to analyze complex financial matters, assess financial performance and develop and present courses of action to improve results

Ability to utilize judgement in presenting issues, and provide advice and influence in facilitating appropriate courses of action

Advanced ability to make large quantities of data meaningful and user-friendly for non-technical stakeholders

Ability to exercise a high degree of attention to details, especially working with numbers

Ability to take ownership of tasks and drive them through completion

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

