

JOB DESCRIPTION

BCGEU

1. Position No. 82442	2. Descriptive Working Title IMT Budget and Financial Analyst		3. Present Classification AO4
4. Branch Information Management & Technology	5. Department Programs & Business Operations	6. Work Location Hybrid – Site Central	Date March 2024
7. Position No. Of Supervisor 81537	8. Descriptive Work Title Of Supervisor Manager, Programs and Business Operations		9. Classification Of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Manager, Programs and Business Operations, the IMT Budget and Financial Analyst supports financial services for the IMT Branch, including budgeting and forecasting, financial analysis, and financial reporting. He/She/They prepares regular and ad-hoc reports, identifies underlying cost trends and the financial implications of business decisions, monitors IMT financial and performance activities, and works directly with the Financial Services branch to ensure budgeting, reporting, and forecasting requirements are met.

11. Duties:	
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1. Prepares IMT specific financial data, provides financial analysis and develops baseline budgets, forecasts, and reports to inform IMT leadership of the annual branch budget. Summarizes financial and IMT performance for all operational and capital spend and distributes monthly financial reviews.
2. Conducts variance analysis of financial and IMT Key Performance Indicators (KPI) and provides comprehensive financial analysis for technology initiatives/projects. Identifies underlying cost trends, and the financial implications of strategic decisions and business risks.
3. Performs regular assessment of IMT budget projections, operational spending, capital spending, and amortization amounts to ensure the health of the budget in current and future fiscal years.
4. Advises IMT leadership of any excessive accumulated operating surpluses and/or deficits and assists in the preparation of Executive Committee submissions for approvals in accordance with BC Housing financial expense policy.
5. Supports IMT operational expenditure financial processes and partners with key stakeholders and vendors to perform cost analysis, reporting, forecasting, show-backs and the IMT budgeting process. Ensures stakeholders have timely, detailed, and accurate monthly expense reports, variance analysis, and trend analysis for effective decision-making.
6. Analyses, reports, and advises on cost modelling related to various cloud and hosting solutions, including Infrastructure as a Service (IaaS), Platform as a Service (PaaS) and Software as a Service (SaaS), performs multi-year forecast, ensures cost efficiency, and reports of any significant overages.
7. Develops and monitors IMT financial and performance activities by establishing and reporting on key financial and performance metrics using various reporting tools. Develops data controls and introduces improvements to ensure reporting accuracy, consistency and scalability.
8. Works directly with Financial Services branch to ensure quarterly and yearly budgeting, reporting, and forecasting requirements are met. Ensures that the finalized budgets and checklists are approved according to budget guidelines, reviews the budgets for accuracy, and updates approved budget changes in the enterprise financial system. Assists with any annual financial audit queries.
9. Works directly with the IMT Project Management Office to establish and review project requirements, ensuring that budget thresholds are being monitored and adapted and revised in the overall IMT branch budget.

10. Provides support and advice to the department for financial transaction processing and contract performance management activities. Supports period close activities, project cost capitalization and any branch chargebacks.
11. Identifies opportunities to improve financial and operational efficiency and effectiveness within the IMT branch, such as streamlining processes and optimizing resource allocation.
12. Performs other related duties that do not affect the nature of the job, including participating in project task teams or assisting with special assignments.

STAFFING CRITERIA

1. Position No. 82442	2. Descriptive Working Title IMT Budget and Financial Analyst	3. Present Classification AO4
4. Education, Training and Experience		

Bachelor's degree in business, economics, accounting, finance, or in a relevant subject field.

Considerable work experience in financial analysis, reporting, budgeting and forecasting functions as it relates to an Information Technology function.

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

5. Knowledge and Skills	
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Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Considerable knowledge of budgeting and financial reporting functions within the public sector and IT environment.
 - Considerable knowledge of financial, accounting and reporting systems, processes, and controls.
 - Considerable knowledge of evaluating and monitoring operational and capital project budgets.
 - Considerable knowledge of technology jargon, including hardware, software, supplies and services.
 - Considerable knowledge of IT Shared Services cost modeling and charge backs.
 - Considerable knowledge of IT procurement and contract performance management
 - Strong organizational and time management skills.
 - Strong interpersonal skills and ability to work in a team environment.
 - Strong research, problem solving and conceptual thinking skills.
 - Strong communication skills in all forms
 - Strong quantitative and qualitative analytical skills
 - Ability to provide analysis-based recommendations to senior management for resolution of IT and financial issues
 - Ability to understand implications and awareness of business issues, processes, and outcomes as they impact the key stakeholders and the IMT's business needs.
 - Ability to exercise attention to details with high degree of accuracy especially working with numbers and dollars.
 - Advance skills in Microsoft PowerBI, Excel, Word and PowerPoint.
 - Ability to take initiative proactively and work independently.
 - Ability to handle multiple tasks and work under tight deadlines with changing priorities.
 - Ability to learn, understand, and apply BC Housing policies, practices, and guidelines.
 - Quick learner with the ability to exercise sound judgement.

6. Occupational Certification	
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