

1. Position No. 33016; 80624	2. Descriptive Working Title MANAGER, FINANCIAL ANALYSIS & REPORTING		3. Present Classification Excluded Management
4. Branch CORPORATE SERVICES	5. Department FINANCE	6. Proposed Classification	Date Revised February 2018
7. Position No. of Supervisor 81063	8. Descriptive Work Title of Supervisor SENIOR MANAGER, BUDGETING & FINANCIAL 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 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 \$935 million in 2017/18 and assists more than 106,500 households in 290 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 planning, program analysis, CMHC liaison, corporate research, underwriting, loans administration, legal services and advice in advancing and supporting the achievement of BC Housing's objectives.

POSITION SUMMARY

The Manager Financial Analysis & Reporting is responsible for coordinating the preparation of monthly, quarterly and annual financial reports and other financial reports/analyses for review by the Senior Manager and/or Director Finance, and subsequent presentation to the Executive, Board, external partners, the Ministry responsible for Housing, Treasury Board/Staff and the Canada Mortgage Housing Corporation (CMHC). The position prepares long term cash flow forecasts and oversees the preparation of various reports for the Commission's programs and initiatives. 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, important and relevant information for decision making. The Manager 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 submissions, and leads and manages special projects of a financial analysis and reporting nature. 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 and coordinates the preparation of monthly, quarterly and annual financial reports and other financial reports/analyses for review by the Senior Manager and/or 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.
2. Working closely with Accounting, prepares a comprehensive, long-term cash flow forecast for BC Housing, including the associated impact on grants in advance of construction, mortgage receivables, etc., for inclusion in the quarterly forecasts submitted to Treasury Board Staff.
3. Coordinates the preparation of subsidy/claims requests (funding contributions) to sponsoring partners.
4. Prepares the annual audit requirements for programs and initiatives as set forth in agreements such as the Social Housing Agreement and the Canada-BC Affordable Housing Agreement.
5. Manages the core financial structure in the Finance JDE1 system with the astute understanding of the impact to financial reporting and other related modules, functions and other business systems when changes are implemented.
6. Works closely with IT to develop and recommend strategies to improve or enhance the various financial systems, in particular JDE1 and CPS.
7. Develops and manages models, programs and reporting tools to support the business and corporate reporting requirements pertaining to the diverse activities of Finance
8. Designs and develops financial information reports to provide current, important and relevant information for senior managers in the business areas in order to assist them in assessing their resources and making sound business decisions.
9. 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.
10. In consultation with IT and other business areas as required, manages the creation of new financial reports that respond to the needs of today's 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.
11. 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 and land costs, etc.
12. Manages and leads a variety of special projects, such as data integrity reviews to ensure the accuracy of information stored in BC Housing's mission-critical corporate enterprise applications
13. Works closely with the Director of Finance as required to prepare financial analysis and models supporting the development of Treasury Board submissions.
14. Works closely with the Manager, Budgeting and Forecasting to assess and recommend strategies to maximize business opportunities such as increasing revenues and reducing costs, and evaluates the risks associated with the strategies.
15. Provides leadership, advice, and support to the other departments within Finance and recommend strategies to improve or enhance existing financial reports, and the development and use of ad-hoc reporting.

16. 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. 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.
18. Conducts special studies, makes presentations and participates or leads in task force and committee work.

ORGANIZATION

Reporting to the Senior Manager Budgeting & Financial Reporting are three management positions: Manager, Budgeting & Forecasting and two Managers, Financial Analysis & Reporting.

Each Manager Financial Analysis & Reporting supervises 1-2 staff, including Budget Financial Analyst, Financial Analyst and/or Budget Financial Officer.

QUALIFICATIONS

Education, Experience and Occupational Certification

University degree in commerce, business administration, finance, public administration, economics or a related field, or an equivalent amount of education and experience including courses in accounting, cash flow analysis, forecasting and financial analysis. An accounting degree, diploma or designation is an asset.

Minimum 5 years of experience with considerable and progressively more responsible financial experience in a large computerized accounting operation in the public or non-profit sector, including considerable experience in financial reporting and analysis.

Knowledge, Skills and Abilities

Core Competencies:

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

Leadership Competencies:

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

Considerable knowledge of financial reporting and analysis functions, specifically within the government and housing development environments.

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

Extensive knowledge of financial reporting/analysis models and frameworks

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

Knowledge and understanding of the Commission's programs and operating requirements, relevant legislation, and the role of central agencies preferred.

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.

Demonstrated 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.

Excellent communication and interpersonal skills and the ability to manage relationships and exercise tact, diplomacy and good judgment when dealing with a broad range of audiences.

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

Effective report writing and presentation skills, and well-developed problem solving and conceptual thinking skills.

Proficiency in Microsoft applications such as Outlook, Excel, Word and Access.

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