



Financial Planning & Analysis Advisor

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səliłwətał (Tsleil-Waututh), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

At Capilano University we are committed to supporting a campus community that is both diverse and inclusive. We believe that diversity within our workforce is essential in creating both an exceptional student and employee experience. As part of our ongoing commitment to Diversity, Equity and Inclusion (DEI), we strive to ensure that our recruitment campaigns authentically reflect the diverse community we serve. We actively encourage applications from Indigenous Peoples, Black and racialized persons, persons with disabilities, women, and members of the 2SLGBTQIA+ community, as we value the unique perspectives, lived experiences, and skillsets each individual brings to CapU.

To help us focus our efforts, we encourage all applicants to complete a short anonymous questionnaire, if they wish. The results of the questionnaire are not linked to you or your application and do not form part of the selection process. The goal of collecting this anonymous data is to gain a better understanding our organizational reach, while continuously working to improve the diversity of our applicant pool.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Should you require accommodations during the hiring process please reach out to mimibuan@capilanou.ca (Ad/Ex and Staff).

Position Title: Financial Planning & Analysis Advisor

Employee Group: Exempt

Department: Financial Services

Position Status: Temporary Full-Time

Position Number: E99938

Position Start Date: February 26th, 2026

Position End Date: March 31, 2027

Job Posting Open Date: February 2, 2026

Job Posting Close Date: Open until filled

Pay Group: 7

Location: North Vancouver

Working with us

At Capilano University, learners are our focus. Guided by the goals outlined in [Envisioning](#) and [Illuminating 2030](#), employees play an essential role in creating an exceptional learning experience for and with learners and are central to a thriving campus community. Together, we are inspired by imagination and Capilano University is one of the leading teaching-focused universities in British Columbia and one of BC's Top Employers. Grounded by our sense of purpose, we offer a meaningful, friendly, and dynamic work environment.

About the role

Reporting to the Manager, Financial Planning & Analysis, the Financial Planning & Analysis Advisor is an integral part of the Finance Team. Applying a high level of technical expertise and demonstrated accuracy and attention to detail, this role carries out confidential and sensitive forecasting, accounting and analytical work. The Financial Planning & Analysis Advisor is responsible for the University's budget system and data, including development, maintenance, coordination and preparation of budget documents, and confidential complex financial analysis and forecasting.

The position is also responsible for ongoing process improvements and will work towards developing new and improved processes for reporting and analytic tools to be used across the University for Budgeting and Forecasting. Duties include the development and preparation of annual budgets, internal and external reporting, and monitoring and correcting variances. This position is a leader within the FP&A division and acts as a resource person for senior management during the annual budget development and forecasting processes. This position works closely with the digital transformation project, assisting in the planning, implementation, and monitoring of the financial components within the University's upcoming new enterprise resource planning software.

ILLUSTRATIVE EXAMPLES OF DUTIES:

- Prepares budgets and projections on an annual and quarterly basis to help Budget Owners better understand their resources and manage within their financial means.
- Provides financial analysis for the collective bargaining process.
- Provides research, technical support, accounting, and budgeting expertise to Financial Services management on a wide variety of budget, capital, and contract/project financial issues.
- Prepares and analyzes monthly internal accounting reports to provide information, identify variances from budgets and to research reasons for variances.
- Manages, develops and prepares reports from various systems and sources to support account analysis, budget analysis, financial reporting and decision making.

- Leads the team tasked to design, build, test, implement and maintain the new system for budget and forecast reporting (implementation of the ERP software).
- Liaises with the Institutional Research Department and Faculties to develop and maintain tools for financial analysis, budgeting and forecasting of enrollment and related tuition revenue.

Experience, competencies & qualifications

- Bachelor's degree in a relevant field (BBA/BCom)
- Three years of directly related work experience including experience in accounting, budgeting and financial reporting.
- Experience in an ERP upgrade/implementation considered an asset
- Combination of education and experience may be considered
- Obtained or working towards the CPA designation considered an asset
- Experience working with external auditors
- Experience working with PSAS/ASNPO accounting frameworks

For more information, please see the complete [job description](#)

Benefits

At Capilano University, we understand that there is more to life than work. That is why we offer comprehensive benefits and support to help you and your family live a balanced life. Take a [sneak peak](#) to see what it is like to work at Capilano University.

Days and Hours of Work:

Will depend on the position status, but typically will include the following:

Our standard work week is Monday to Friday, 8:30am – 4:00pm, or dependent on the needs of the department.

Salary: The typical salary range for this role falls between **\$68,994 – \$91,992** per annum, commensurate with experience, education, and internal equity, with future opportunities for performance-based pay and career progression.

Capilano University also offers a competitive total rewards package (college pension plan, employer paid benefit premiums, health spending account, modified work week, remote working options etc).

How to apply

Please submit your application package to talentacquisition@capilanou.ca and be sure to included the following:

- 1) The position tile and position number in the subject line of your email. Ex: *HR Advisory – Talent Acquisition – E00000*
- 2) Your resume and cover letter. We will let you know if we require any further documents for your application, such as proof of education, for example.
- 3) Your responses to the supplemental questions shared below. Please include both the question and your response in the body of the email:
 - a. Are you legally entitled to work in Canada? *(i.e. valid work permit, permanent resident, Canadian citizen)* (required)
 - b. Do you have a bachelor's degree in a relevant field (BBA/BCom)? (Yes or No)
 - c. Do you have three years of directly related work experience including experience in accounting, budgeting and financial reporting? (Yes or No)

Thank you for your interest in this opportunity with us at Capilano University!