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JOB DESCRIPTION – MANAGER, FINANCIAL PLANNING & ANALYSIS

NATURE AND SCOPE OF WORK

The Manager, Financial Planning and Analysis is responsible for providing leadership in the planning, development and monitoring of the University's operating, capital and ancillary budgets. The Manager is responsible for transforming and enhancing the processes, systems and tools to enable the organization to develop detailed budget and forecast models to drive accuracy and accountability for budget management.

The Manager, Financial Planning and Analysis reports to the Director, Financial Services and interacts with other administrators to provide key financial information and analysis and ensure alignment of policies and procedures within the University to support the budget management process. The incumbent will manage employees in the Financial Planning and Analysis unit and will also act as an accounting resource for the institution.

ILLUSTRATIVE EXAMPLES OF DUTIES

Responsible for providing effective leadership in the budget administration process:

- Prepares training material and delivers training sessions to internal Finance staff, budget owners and other university employees related to enhancing knowledge on financial policies, procedures, and processes.
- Participates in planning, developing, and implementing financial information systems that meet the information needs of a variety of constituents.
- Monitors regulatory changes and reporting requirements relating to budgetary matters and implements appropriate systems and processes to comply with requirements.
- Assists in ensuring that the University operates under the provisions of the University Act, directives from the relevant Ministry(s), and generally accepted business standards of a publicly funded institution.
- Ensures that decisions are made based on accurate information by communicating in an effective and collegial manner with all internal and external community constituents.
- Participates in committees, conferences, or board meetings as required by the Director, Financial Services.
- Maintains working relationships with colleagues in related positions; identifies and implements leading and best practices.

- Stays abreast of current developments in the accounting and finance field's policies and principles.
- Assists in the integration of financial information with other management information databases.

Manages the annual process to develop the University's operating, capital and ancillary capital budgets in a timely and consultative manner:

- Develops, implements and maintains systems to collect, monitor and analyze budgets and financial data.
- Develops and maintains a budget system and associated records in accordance with accepted accounting practices.
- Assists with the compilation and analysis of the annual budget document for submission to the University Board.
- Determines financial implications of budget development and compliance with accepted accounting practices.
- Reviews and evaluates compliance with budgetary restrictions and reviews budgetary requests for accuracy and appropriateness.
- Advises the Director on budget matters.
- Monitors and updates budget forecasts based on ongoing performance of the University.
- Liaises with budget officers and provides financial advice on managing their operating and capital budgets effectively.
- Validates budgets for additional contract and non-base activities that occur throughout the year.
- Coordinates, processes, communicates, and creates detailed supporting documents for budget amendments.
- Makes recommendations for corrections or budget transfers.

Accountable for the preparation of reports to government as well as various other regulatory reporting and ad hoc requests:

- Develops, implements, and maintains reporting systems that meet the requirements set out by the Government Reporting Entity and follows Ministry policies and directives.
- Participates in the preparation of financial statements, forecasts to the government, regulatory reporting, and ad hoc requests.
- Prepares forecasts, projections, trends, revenue, and cost analyses.
- Responds to requests for ad hoc reports from both internal and external sources; where appropriate, consults with the Director before responding.
- Coordinates collection of data from internal sources to respond to requests.

Plans, assigns, and directs the activities of employees in the budget unit, as well as financial services as a whole, as needed:

- Ensures financial services staff members receive optimal support to enable them to carry out their duties – including proper training and development and regularly

scheduled department meetings, to facilitate two-way dialog and involvement of staff in current issues.

- In consultation with the Director, Finance and with Human Resources, administers the collective agreement in relation to financial services support staff, including participation in hiring, following through on discipline and/or performance evaluation processes as applicable, authorizing overtime, leaves and other similar requests, and representing management where required in various processes.
- Meets regularly with the Financial Services management team to communicate current needs and initiatives in Financial Services and to align those initiatives with those in other areas within the University.

Performs other related duties/projects as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Extensive knowledge of budget administration and analysis principles and practices, in a publically-funded institution.
- Extensive knowledge of development and analysis of operating and capital budgets, including budget control and monitoring systems.
- Thorough understanding of development of financial policies and procedures to monitor revenues and expenditures, in alignment with generally accepted practices in a public post-secondary environment.
- Thorough knowledge of reporting requirements for the various regulations governing budget administration in British Columbia, including the Government Reporting Entity, the University Act, Ministry policies and directives, and the University's collective bargaining agreements
- Thorough knowledge of financial information systems use and implementation, related to budget record-keeping, analysis and reporting.
- Thorough knowledge of budget development, financial accounting, forecasting, financial management, control and reporting procedures, practices and policies.
- Ability to plan, organize and implement work within the Financial Planning and Analysis unit, to effectively meet deadlines and organizational requirements.
- Ability to deliver and explain information related to the budget process.
- Demonstrated ability to apply strong technical budget analysis, forecasting, reporting and policy-development skills in a publically-funded institution.
- Demonstrated ability to motivate and lead a team towards a common goal.
- Demonstrated ability to communicate, both orally and in writing, by obtaining and providing or presenting information of a complex and technical nature to parties who may have little or no financial background.
- Ability to exercise discretion, judgment and confidentiality.
- Ability to establish and maintain effective working relationships with senior management, faculty, staff, students, government agencies, and members of the general public.

REQUIRED LEADERSHIP COMPETENCIES

1. Job Knowledge

Possesses functional and technical knowledge as well as demonstrates understanding of job assignment. Performs key responsibilities and understands how to effectively utilize key resources and technology for all aspects of the job.

2. Service Focus

Values the importance of delivering high quality, innovative service to internal and external customers (colleagues, students, families, visitors, etc.). Understands the needs of the customer and follows up to ensure satisfaction. Able to prioritize and set work activities accordingly. Uses relevant skills to achieve goals and finds innovative solutions to achieve the “extra mile”.

3. Result Oriented

Takes responsibility for own work. Feels personally committed and accountable to deliver results quickly, accurately and effectively. Uses thoughtful judgment when responding to situations that are not going well and uses foresight to overcome obstacles.

4. Initiating Action/Taking Initiative

Readily takes action consistent with departmental or University objectives. Volunteers readily and takes independent actions when appropriate. Leads by example and is a good role model for others to follow. Suggests methods and procedures to improve departmental operations.

5. Leadership and Supervisory Abilities

Attracts and selects the best talent. Coaches and inspires people. Sets expectations, recognizes achievements and proactively manages conflict. Delegates and consistently guides the team towards the outlined goals. Clearly defines responsibilities and authority limits of subordinates. Recognizes individual capabilities and assigns work accordingly.

6. Problem Solving and Decision Making

Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions and responds quickly to new challenges. Makes clear, consistent and transparent decisions. Acts with integrity in all decision making, distinguishing relevant from irrelevant information. Assures adequate control and accounting of all funds including maintaining sound financial practices. Demonstrates a cross-university view.

7. Strategic Planning and Organizing

Aligns departmental priorities with the University's purpose. Measures outcomes and uses feedback to change as needed. Proposes solutions and alternatives on allocation of resources to achieve the University's outlined strategy. Approaches decision making (including, where applicable, program development, modification and or cancellation) with a focus on the potential impact on student enrollment, engagement and success.

8. Employee Development

Encourages and supports employee participation in personal and professional development. Able to coach, evaluate, develop and inspire direct reports. Provides constructive and

objective performance feedback on a regular basis. Acknowledges and encourages good performance and proactively identifies and discusses performance problems in a timely manner. Ensures risks are minimized through proactive succession planning.

REQUIRED TRAINING AND EXPERIENCE

- Successful completion of a degree with specialization in accounting, finance, business administration or commerce.
- Recognized accounting designation
- Four years of experience managing a budget unit or function, including managing the budget administration process, reporting, and analysis, and experience supervising the work of others.