

JOB DESCRIPTION
MANAGEMENT EXCLUSION

1. Position No. 81568	2. Descriptive Working Title DIRECTOR, FINANCIAL ANALYSIS & GOVERNMENT RELATIONS		3. Present Classification Excluded Management
4. Branch CORPORATE SERVICES	5. Department FINANCE	6. Work Location Telework Eligible	Date Nov 2019; Revised Oct 2021
7. Position No. of Supervisor 33018	8. Descriptive Work Title of Supervisor EXECUTIVE DIRECTOR, FINANCE		9. Classification of Supervisor Excluded Management

POSITION SUMMARY

Reporting to the Executive Director, Finance, the Director, Financial Analysis & Government Relations is responsible for the Commission's budgeting and financial reporting functions. He/she/they will leverage expertise and finance knowledge in the development of strategic reporting to the Commission's Executive Committee, Board of Commissioners, and Canada Mortgage and Housing Corporation (CMHC). The position will be responsible for developing strong working relationships with external partners including the Ministry of the Attorney General and Housing's Financial Services Division and Office of Housing and Construction Standards, as well as Treasury Board staff within the Ministry of Finance. The position will be responsible for leading the financial analysis and business case development for the provincial annual budget process, Treasury Board submissions and Cabinet submissions. The position will liaise extensively with the Commission's core business areas to oversee the preparation of information on housing programs and project initiative plans, provincial reporting and overall compliance with government processes and funding parameters. The position will support the Executive Director, Finance in providing financial expertise to internal and external partners which includes advising on and facilitating compliance with government funding criteria and all related deadlines.

MAJOR RESPONSIBILITIES

1. Leads the annual budgeting process and the preparation of budgets for the Commission and PRHC. Manages the implementation of budget management decisions and controls departmental spending within approved budget limits.
2. Leads the reporting of results against budgets, estimates and forecasts. Develops and recommends strategies to improve the Commission's financial position and presents options for utilizing surplus funds and managing budget pressures.
3. Leads the financial analysis and evaluation of all current and anticipated programs, evaluates actual and projected expenditures and resource requirements, and provides advice on strategies and options for new business directions. Works in conjunction with government ministries and other stakeholders with respect to the implementation of new programs, identifying BC Housing's role and developing regulatory, financial and operating frameworks and policies.
4. Leads the preparation of financial reports, analyses, and submissions for management, the Board, financial committees of the Board, the Comptroller General, Treasury Board, CMHC, Ministry responsible for Housing, the Ministry of Finance, and various other ministries. Produces timely financial information to assist the Commission's Executive Committee in making sound business decisions.

5. Works closely with the Executive Director, Finance and Vice President, Corporate Services & Chief Financial Officer, and other branches of the Commission as required to lead the development and coordination of Treasury Board and Cabinet Submissions including business case positioning and preparation of financial analysis and models, and forecasts.
6. Acts as the primary financial conduit between the Commission, Ministry responsible for housing and Treasury Board Staff for items related to ad hoc financial reporting, housing programs and project initiative reporting, and other strategic financial reporting as well as to facilitate exchange of financial and other related information.
7. Act as a key point of contact and liaison with financial and policy staff in ministries with housing and homelessness related activities as well as with Treasury Board Staff.
8. Leads the preparation of the 10-year Capital Plan and 5-year Financial Management Plan; assesses various scenarios incorporating assumptions regarding the economy, government policy, interest rates, construction costs and other parameters, and develops options for review by the Executive Director.
9. Develops and directs the implementation of appropriate accounting policies, systems and controls in accordance with generally accepted accounting practices and in compliance with applicable legislation; oversees the application of accounting practices to ensure proper and accurate reflection of BC Housing and PRHC activities in the records and books of accounts.
10. Designs and leads the implementation of effective management reporting models and tools to support financial activities and decision making.
11. Supervises the work of staff in accomplishing the business activities of the program area. Creates a supportive and progressive environment, coaches, trains and ensures staff are provided with information necessary to perform their assigned duties. Completes performance evaluations, addresses performance issues, and takes disciplinary action, which may include suspension and the recommendation for termination. Plays a key role in recruitment activities, including hiring, promotion and demotion decisions, and recommends compensation activities of staff. Resolves grievances up to the second stage of the process. May contribute and participate on the negotiating committee as a management representative. Manages resources required to fulfill operational requirements, develops staffing plan, and recommends staffing levels to accomplish goals.
12. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The Director, Financial Analysis and Government Relations reports to the Executive Director, Finance.

The Director, Financial Analysis and Government Relations supervises a team of staff, including excluded and bargaining unit employees.

QUALIFICATIONS

Education, Experience and Occupational Certification

University degree in commerce, business administration, finance, or public administration

Considerable senior level experience working in, or with, government.

Chartered Professional Accountants (CPA) designation; and extensive experience in progressively responsible finance and accounting roles

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

Knowledge, Skills and Abilities

Core Competencies

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

Leadership Competencies

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

Extensive knowledge of accounting, budgeting, forecasting and financial analysis models and frameworks, reporting systems, processes and controls, specifically within government and not-for-profit environments

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

Ability to learn and understand the Commission's programs and operating requirements, relevant legislation, and the role of central agencies

Ability to provide leadership in conducting research, preparing financial analyses, and analysing complex financial matters

Ability to establish a high level of rapport and effective working relationships with all levels of management, government and housing partners, and other stakeholders to build consensus and accomplish goals

Ability to assess the business and financial ramifications of new programs and opportunities and develop strategies and options to facilitate the accomplishment of goals

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

Excellent research, presentation, and report writing skills

Highly effective consultation, facilitation, communication, conflict resolution, problem solving and interpersonal skills.

Strong analytical, and conceptual thinking skills