

JOB DESCRIPTION
MANAGEMENT EXCLUSION

1. Position No. 81741	2. Descriptive Working Title Senior Manager, Financial Analysis & Reporting		3. Present Classification Excluded Management
4. Branch Corporate Services	5. Department Finance	6. Proposed Classification	Date January 2021
7. Position No. of Supervisor 81568	8. Descriptive Work Title of Supervisor Director, Financial Analysis & Government Relations		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 delivering a range of housing programs for British Columbians. BC Housing works in partnership with the private, non-profit and co-operative sectors, Indigenous communities, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. New housing is created across the housing continuum, from supportive housing for the homeless to affordable rental and owner-purchased housing for middle income British Columbians. BC Housing also has responsibilities related to licensing of residential builders, home warranty insurance, and research and education to improve the quality of residential construction and consumer protection. BC Housing’s annual budget in 2020/21 is \$1.6 billion, with approximately 117,616 households benefitting from affordable housing programs in over 300 communities across the province.

In delivering on our strategic direction and mandate, BC Housing is also committed to working in partnership with Indigenous peoples to embrace and implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada (TRC): Calls to Action. BC Housing is also committed to taking action towards the goals of equity, diversity, inclusion and belonging in the work we do, involving employees, our partners and the people we serve through our programs and services. BC Housing’s commitment to sustainability is reflected in our livegreen Housing Sustainability plan.

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, Canada Mortgage and Housing Corporation (CMHC) liaison, corporate research, underwriting, loans administration, legal services and advice in advancing and supporting the achievement of BC Housing’s objectives.

POSITION SUMMARY

Reporting to the Director, Financial Analysis & Government Relations, the Senior Manager, Financial Analysis & Reporting is responsible for managing the financial analysis and business case development for the provincial annual budget process, Treasury Board submissions and Cabinet submissions and for managing activities related to all the strategic financial reporting functions required of the Commission. He/she/they develops and maintains a broad network of strategic, financial and business leadership relationships to communicate/collaborate on project objectives and progress and promote successful delivery of the priorities and goals of the Commission. The position also serves as a strategic financial liaison into the Ministry responsible for Housing, and both provincial and federal central agencies. The position oversees the core financial structure of the Finance system (i.e. 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 and expenditure management processes to provide current, important and relevant information for decision making.

MAJOR RESPONSIBILITIES

1. Leads the preparation and sets the prioritization of all federal and provincial monthly, quarterly and annual financial reports and other financial reports/analyses on progress and results against financial and housing policy targets.
2. Works closely with the Director, Financial Analysis & Government Relations and the Executive Director, Finance, and other branches of the Commission as required, to manage all activities related to the development and coordination of new program, budget, and funding requests.
3. Provides guidance and direction to managers and team members to deliver financial analysis and models to support the development of current or anticipated programs, budgets or reporting requirements for consideration and decision by the Ministry responsible for Housing, Treasury Board or Cabinet.
4. Provides direction, guidance and oversight to team members and internal and external colleagues on the development of program strategy, frameworks, and due diligence analysis for inclusion in Treasury Board, Cabinet and other submissions that support the delivery of the provincial housing strategy, including business case positioning and preparation of resource requirements including financial analysis, models, and forecasts. Ensures initiatives align with the government's legal spending authority, legislative and regulatory framework, policy agenda, fiscal management strategies, governance and accountability, corporate directives and policies, and expected results.
5. Interprets and ensures effective communication of Treasury Board direction to internal branches and provides leadership and advice to senior managers of the Commission to support successful implementation and program delivery at the operational level. Works closely with the Senior Manager, Budgeting and Financial Reporting to ensure that progress against new decisions is tracked and monitored.
6. Oversees the provision of specialized advice, policy interpretation, information and guidance to branches and their senior leadership, and ensures the Commission's initiatives and submissions comply with legislation and regulation, policy, and aligns with governance and accountability requirements, and risk management strategies.
7. Provides advice and guidance to branches, and their senior leadership, on potentially political, contentious and/or sensitive initiatives for consideration of BC Housing's Executive Committee and/or the Board of Commissioners, as they relate to financial direction or expectation from government or as they relate to direction or expectation from Treasury Board or Treasury Board Staff. Manages and guides the analysis, prioritization, and preparation of advice in response to issues. Develops strategies and solutions to resolve complex and high-profile problems.
8. Advises on initiatives and projects and makes recommendations on project direction including identification of strategies to institutionalize integrated decision making with the Ministry responsible for Housing as well as central agencies of the provincial and federal government(s).
9. Ensures the integrity and operability of the core financial structure in the Finance system (i.e. JD Edwards EnterpriseOne), and plans and manages projects relating to the design, development and maintenance of the financial decision support framework, financial and data management, financial data warehouse, business processes, and financial and operating systems and controls.
10. Manages the preparation and submission of subsidy and claim requests to the ministry, sponsoring bodies, and CMHC.
11. Develops and provides strategic oversight on the management of financial models, programs and reporting tools and processes to support the business and corporate reporting requirements pertaining to the diverse activities of Finance.
12. Develops and maintains consultative relationships and partnerships, and represents BC Housing in meetings, between or with representatives of various ministries of the Province, central agencies, other Crown agencies

and/or corporations, CMHC, and other stakeholders 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. Also leads discussions across various branches/divisions within the Commission and collaborates/leads/participates in corporate projects as needed or assigned.

13. Supervises the work of managers and staff in accomplishing the activities of the program area. Creates an environment that allows for a supportive, including and progressive attitude among staff, and promotes improved performance through counselling and coaching and by ensuring that staff are provided with information and training necessary for the conduct of their assigned duties. Completes performance evaluations, identifies 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.
14. 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 Senior Manager, Financial Reporting & Analysis reports to the Director, Financial Analysis & Government Relations.

The position supervises a team of staff, including excluded and bargaining unit employees.

QUALIFICATIONS

Education, Experience and Occupational Certification

Bachelor's degree in business administration, finance, accounting or public administration and a Chartered Professional Accountant designation.

Considerable management experience providing leadership and direction in the budgeting, forecasting and financial analysis functions for large computerized accounting and financial operations in the public sector organization. Considerable experience developing business cases, including policy/program development, procedures and corporate practice.

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
- Relationship Building/Management
- Team Development

Significant knowledge of provincial government priorities and operating environment, government decision-making processes and financial management practices, including experience with central agency reporting, submissions, and approvals.

Extensive knowledge of budgeting, forecasting and financial analysis models and frameworks.

Extensive knowledge of financial, accounting and reporting systems, processes and controls.

Ability to learn and understand the Commission's programs and relevant legislation, and mission-critical corporate enterprise applications such as JD Edwards EnterpriseOne, WebFOCUS, and the Central Property System (CPS).

Ability to plan and manage budgeting and forecasting processes and develop budgets and estimates in accordance with Commission and stakeholder requirements. Ability to distil complex information and effectively communicate strategic considerations and implications for executive audiences.

Ability to provide leadership in conducting research, preparing financial analyses, analysing complex financial matters and providing options to improve the Commission's financial position.

Ability to assess the business and financial ramifications, including potential risks and risk-mitigation strategies, of new programs and opportunities and develop strategies and options to facilitate the accomplishment of objectives.

Ability to exercise a high degree of judgement, tact and diplomacy in the communication of information that could have a significant impact on the image and credibility of the organization.

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

Ability to provide leadership and technical advice to professional staff including determining work priorities and coordinating work activities.

Ability to exercise a high degree of judgement and leadership in situations of uncertainty associated with financial management, business transformation and shifting roles and responsibilities.

Ability to establish a high level of rapport with the Executive, senior management, government, housing partners and other stakeholders to accomplish objectives.

Effective consensus building, problem solving, project management, change management and conflict resolution skills.

Effective leadership, communication, writing, presentation and interpersonal skills.

Strong research, analytical, problem solving and conceptual thinking skills.