



JOB DESCRIPTION

JOB DETAILS

Job Title: Director, Corporate Financial Analysis and Procurement	Job ID: Band524
Classification: Group E	Classification Date: (MM/DD/YYYY)
Branch: Corporate Financial Analysis and Procurement	Unit: CRP-Finance
Reports to: Vice President Strategy, Insights and Chief Financial Officer	Security Screening: Yes
Union/Excluded: Excluded	

BRANCH DESCRIPTION

The Corporate Financial Analysis and Procurement branch is responsible for preparing a variety of financial reports and statements for management. The team prepares budgets, variance analysis and financial forecasts at the detailed level; allocates the corporate costs to the plans and develops estimations and explanations of future allocations; and provides procurement advice and services.

JOB SUMMARY

The Director, Corporate Financial Analysis and Procurement is responsible for providing leadership to guide effective financial analysis and procurement services for BC Pension Corporation and the pension plans served. This position supports senior management in strategic vendor relationships and tracks benefits of system changes, looking for efficiencies and opportunities for improvements throughout the organization.

JOB RESPONSIBILITIES

- Lead the planning and implementation of financial management system enhancements and integration with other corporate systems to enhance efficiencies and controls.
- Improve processes end to end for cost estimation, cost allocation, corporate asset valuation, budget management and procurement systems.
- Work with the Corporate Planning team, Project Management Office team and Employee Services Centre team as well as others across the organization to capture financial inputs and refine budgets and forecasts at a detailed level.
- Produce timely financial reports, with visually insightful variance analysis and accurate forecasts.
- Allocate costs of BC Pension Corporation to each of the pension plans it serves, preparing accurate, visually insightful variance analysis and forecasts for each plan on its allocation. Improve practices for capturing allocation inputs and prepare estimations of future allocations.
- Lead the development, implementation and maintenance of more centralized procurement policies, procedures and systems to ensure the expeditious supply of products and services.
- Work with senior management to set overall direction for strategic procurement and sourcing. Lead the team to identify vendor contract performance opportunities and facilitate management and vendor discussions.
- Ensure corporate financial statements are prepared in accordance with generally accepted accounting principles.
- Liaise with external auditors.
- Provide strong, effective and highly visible leadership to the team in order to capitalize on the full potential of this most critical resource. Ensure that all employees are stimulated, motivated and guided to contribute fully to the realization of BC Pension Corporation's purpose and objectives. Empowers employees to identify innovative approaches to enhance organizational performance.
- Develop and manage branch operating budget.
- Manage branch workforce by promoting a culture of forward thinking, professionalism and community orientation to enable success of the corporate strategy, engagement, attraction and retention.
- Oversee the preparation of information for the Financial Information Act (FIA) and other regulatory filings.

EDUCATION

Degree/Diploma Obtained	Program of Study
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- Chartered Professional Accounting designation, or equivalent.

EXPERIENCE

Years of Experience	Type of Experience
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- A minimum of ten years of recent, progressive management experience that includes:
 - o Senior budgeting, forecasting, and variance analysis experience with strong ability to write visually compelling reports;
 - o Extensive experience in cost accounting and developing underlying systems to track and report on project and business service line costs;
 - o Experience identifying, implementing and tracking benefits of improvements to enterprise business systems and other financial applications and tools across functional areas;
 - o Demonstrated leadership experience with proven ability to motivate and influence others, resolve conflict and build a strong team, preferably in a unionized environment;
 - o Experience partnering with a wide network of stakeholders, and;
 - o Proven success in managing enterprise wide procurement programs including public tendering, negotiation and contracting activities.

KNOWLEDGE, SKILLS & ABILITIES

- Proven success in managing enterprise wide procurement programs including public tendering, negotiation and contracting activities;
- A track record for developing creative and strategically sound solutions to financial management issues in a changing environment;
- Strong analytical skills and excellent judgment;
- Demonstrated leadership skills with proven ability to motivate and influence others, resolve conflict and build a strong team;
- Skilled at leading and influencing a performance management culture;
- Strong communicator with excellent interpersonal, presentation and writing skills at a senior level;
- Demonstrated ability to build and leverage professional networks to enhance organizational know-how and performance;
- Ability and skill in managing a division or branch including strategic and business planning, and managing operations including staff and budgets;
- Strong client-service orientation and experience building positive client business-relationships with a wide-range of stakeholders and clients;
- Demonstrated financial management excellence with achievements in fiscal performance enhancement;
- Strong knowledge in the process and technologies that supporting the finance function such as project costing, accounting, reporting, budgeting, forecasting and payroll.

CORE COMPETENCIES

Enabling & Inspiring L4 - Leading Organization

Motivating, supporting and enabling others to succeed.

- Motivates others to take action in response to a clear and compelling vision.
- Ensures appropriate collaboration in consideration of the broader organization.
- Creates an environment that encourages divergent viewpoints and perspectives.

Leadership Courage L4 - Leading Organization

Saying and doing the right thing despite potential risk.

- Challenges organizational status quo to advance the broader vision and strategic direction.
- Leads new/alternate courses of action to support strategic direction.
- Builds a culture that enables and supports leadership courage.

Insight & Impact L4 - Leading Organization

Understanding self and others in order to be a positive influence as a leader.

- Demonstrates an ability to 'let go' of own agenda to ensure full presence in the moment.
- Sees future opportunities/possibilities by demonstrating openness in the moment.
- Demonstrates personal actions that model/support an organization-wide approach.
- Focuses externally on key opportunities/emerging issues while maintaining attention to the success of internal operations.
- Challenges other's perspectives to bring clarity, focus and resolution to key issues.

Navigating Change L4

Supporting self and others through change and transition and enabling successful transformation in work products and processes.

- Builds organizational capacity for change.
- Communicates a clear vision of change.
- Leads the translation of broad organizational change strategies into specific directions and goals.
- Leads the development of broad organizational change strategies.
- Makes adjustments in response to organizational capacity for change.

Embracing Learning L4

Contributing to a learning culture by developing self and supporting others to acquire skills and improve performance.

- Establishes and continues to reinforce a corporate strategy regarding employee development.
- Identifies knowledge and skill gaps to meet corporate strategy.
- Ensures development of high potential talent across the corporation.
- Actively works on continuous self-improvement.
- Self-evaluates to improve self-awareness.

Client Orientation L4

Making it easy for our external and internal clients - seeing things through their eyes.

- Determines strategic business direction to best meet clients' evolving needs.

- Establishes service delivery/business models to meet service standards.
 - Engages with clients and stakeholders in ways that inspire trust and confidence.
 - Strengthens relationships with key stakeholders.
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Accountability L4

Holding self and others accountable to deliver on commitments and to achieve desired results.

- Establishes and continues to reinforce a culture of accountability.
 - Establishes performance metrics to align with the business and strategic plans.
 - Aligns resources to meet organizational objectives.
 - Models 'taking responsibility' for results and delivering on commitments.
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Inspiring Trust L4

Inspiring confidence by demonstrating integrity and building credibility.

- Builds an environment that encourages open and honest dialogue.
 - Demonstrates visibility and accessibility to staff throughout the organization.
 - Conveys difficult messages openly and honestly.
 - Inspires trust and confidence in the organization among key stakeholders and the public in general.
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Decision Making L4

Enabling progress by resolving issues and supporting others in taking calculated risks and making decisions.

- Delegates decision making to the appropriate level.
 - Makes higher risk strategic decisions that have significant consequences.
 - Makes decisions that reflect understanding and assessment of operational, organizational, and political realities and risks.
 - Ensures decisions are aligned with the strategic direction.
 - Reaches decisions assuredly in an environment of public scrutiny.
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Organizational Focus L4

Aligning work priorities, processes and practices to achieve the strategic direction.

- Positions the organization to address emerging trends and opportunities.
- Aligns business plans with strategic goals.
- Describes the strategic direction in compelling terms to promote enthusiasm and commitment.
- Commits appropriate resources to support the strategic direction.
- Uses systems thinking in assessing strategies, business plans and work plans.