

JOB DETAILS

Job Title Budget and Accounting Lead

Job ID: FO2408

Classification: Financial Officer R24

Classification Date:

Branch: Corporate Planning and Performance Insights

Unit: CRP-Corp Plan & Reporting

Reports To: Assistant Director, Corporate Planning

Security Screening Yes

Union/Excluded: BCGEU

BRANCH DESCRIPTION

The Corporate Planning and Performance Insights branch provides a wide range of services to the corporation. The team is responsible for designing, implementing and leading planning processes to ensure that organization outcomes are realized. The team helps develop and maintain our strategic and divisional plans and coordinates their actions and goals into individual performance plans. The team helps management develop communication plans for strategic and divisional plans to the organization and stakeholders. The team assists business owners in development of business cases and facilitates their prioritization and helps the business owner report on their achievement. The team prepares a variety of dashboards, reports and scorecards for both management and the corporate board, such as budget reporting. The team advises and facilitates insights as to the dashboards, reports and scorecards meaning. The team provides support in execution of the strategic and divisional plans by providing purchasing and procurement advice and services.

JOB SUMMARY

The Budget and Accounting Lead services BC Pension Corporation and is responsible for preparing external financial reporting, administering the financial management system, developing and maintaining activity-based costing and corporate financial data benchmarking, providing professional financial planning services to corporation staff and the corporate board, administering cost allocation for the pension boards of trustees (Boards) and managing the project accounting for the corporation. With the corporation financial reporting needs significantly increasing in complexity, along with a greater demand for more data-driven insight and transparency, this position is critical to delivering on the commitments by executive to the Board. The role has three major areas of responsibility – management/corporate reporting, plan reporting and project accounting. The position identifies, develops and recommends appropriate changes to processes and procedures to improve the financial planning process and monitoring of performance against those plans. The position is key to ensuring that financial management policies and control systems continue to meet requirements and make recommendations for enhancements to meet these needs. The position is responsible for the delivery of on-going financial training and support to corporation staff with financial planning responsibilities.

The Budget and Accounting Lead position reports to the Assistant Director, Corporate Planning and may act as the Assistant Director as required. The position is expected to use independent judgment and initiative, apply principles-based knowledge and to make decisions on financial issues and/or recommendations to the Director, senior level executives and the Boards. The position ensures that financial management services are provided to internal clients, including senior management and the corporate board. The position plans and organizes multiple operational and special projects with critical deadlines required for delivery to senior management.

Work is performed in a dynamic, results-oriented environment with frequently changing issues and priorities. To ultimately fulfill its responsibilities and achieve the goals and objectives of the Corporation, the position must: develop and maintain extensive relationships to coordinate processes; foster close working relationships with senior management; liaise with external auditors; gather, synthesize and challenge input provided; recommend course of action; proactively follow up on items requiring action; and monitor and report results.

JOB RESPONSIBILITIES

- Develop accounting, expenditure and commitment control procedures, and financial, accounting, and records management systems to deliver clear and insight driven reporting.
- Provide expert budget and accounting advice and direction required for executive and Board decision making and strategic planning cycles.
- Identify, recommend and implement changes to corporate accounting policy, systems, procedures, control and best practices.
- Collaborate with programs/branches in the design and maintenance of the Charts of Accounts to ensure alignment to programs, activities and organizational responsibilities.
- Design, maintain and improve complex project accounting systems that meet the reporting and control needs of diverse clients – program leads, resource managers, executive, corporate and plan boards.
- Produce and review accounting reports to ensure compliance with statutory requirements.
- Manage a timetable of critical deadlines and an accountability framework for budget preparation responsibilities throughout the organization/project/programs supported.
- Lead the preparation of executive and board briefing materials for budgets, financial policies and monthly, quarterly and annual reports.
- Ensure that managers receive reports on monthly financial performance, including operating expenditures, staffing levels and project expenditures.
- Oversee the complete, accurate and timely production of executive financial statements and dashboard reports.
- Prepare forecasts and/or review forecasts prepared by other divisions/branches and including them in the corporate executive and board financial reports.
- Coordinate and analyze all corporate budget submissions and provide advice to executive and the board.
- Plan, develop and coordinate the preparation of interim and annual corporate financial statements.
- Liaise with external auditors and respond to queries, audit issues, explanations on financial trends and variances.

- Develop, prepare and present financial reports required by regulatory and benchmarking organizations.
- Monitor and evaluate the delegated financial management function.
- Resolve accounting issues by researching applicable accounting standards, and provide options and recommendations to the Chief Financial Officer.
- Provide functional direction to financial and administrative staff throughout the corporation.
- Participate in the continuous improvement of the team, the branch and the corporation.
- Responsible for the delivery of on-going financial training and support to corporation staff with financial planning responsibilities.

EDUCATION

Degree/Diploma Obtained

Program of Study

- Post-secondary credential in a related field and three years of experience with significant financial management, reporting and analysis functions (e.g. budget and forecast development and variance analysis, significant financial or economic analysis, etc.).
- A combination of related education, experience & training may be considered.
- Professional accounting designation preferred.

EXPERIENCE

Years of Experience

Type of Experience

- Proficient in use and development of or modifying complex computerized spreadsheets and complex computerized financial systems;
- Financial reporting and/or external audit supervisory experience;
- Experience with complex computerized general ledger financial systems;
- Advanced user of computer applications including Microsoft Word and Excel;
- Experience working with generally accepted accounting principles.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated leadership ability in a team environment;
- Comprehensive knowledge of Generally Accepted Accounting Principles and financial reporting standards, budget development and monitoring practices;
- Excellent verbal and written communication skills with the ability to translate complex financial and pension-related matters into plain language and create written reports briefing notes, graphs and formal presentations suitable for board level audiences;
- Forward thinking, analytical, problem identification and problem solving abilities, including strong financial analysis abilities; ability to apply sound judgment in relation to corporate, branch and team goals and objectives; ability to develop complex computerized spreadsheets for analysis and reporting;
- Excellent interpersonal skills with the ability to build relationships of trust and respect and promote teamwork with all levels and areas in the organization;
- Ability to make responsible decisions to meet both management and board objectives;
- Ability to complete risk assessments and implement appropriate internal control mechanisms or ability to manage financial risks and controls in a reasonably complex business environment;
- Ability to determine most efficient procedures to accomplish assignments;
- Excellent organizational skills in managing multiple priorities in a constantly changing environment;
- Strong communications and negotiations skills;
- Strong sense of client service and client service skills;
- A team player and who can foster teamwork and consensus with all levels of the organization;
- Ability to implement policy in an evolving corporate environment.

CORE COMPETENCIES

Navigating Change L3

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

- Creates a culture that encourages change, innovation and improvement.
- Applies change management models, principles and practices.
- Translates change strategies into specific direction and focus.
- Adapts existing goals, plans and processes, or develops new ones to respond effectively to the change.
- Removes barriers to change.

Embracing Learning L3

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

- Ensures that developmental opportunities and resources are available to employees.
- Ensures adequate time is made available for staff development.
- Effectively utilizes the strengths and talents of others to achieve business results.
- Undertakes development opportunities to meet future organizational needs.
- Role models continuous learning.
- Identifies high potential individuals and provides them with targeted opportunities for growth.

Client Orientation L3

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

- Balances client needs with business realities.
 - Represents client needs to more senior management.
 - Provides advice on complex problems and initiatives.
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Accountability L2

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

- Sets challenging but realistic goals for own area of responsibility.
 - Helps people improve performance to maximize results.
 - Holds people accountable for meeting established expectations.
 - Evaluates progress against established goals and objectives.
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Inspiring Trust L3

Inspiring confidence by demonstrating integrity and building credibility.

- Brokers healthy relationships across the organization to further the achievement of business goals.
 - Promotes dialogue and shared understanding on business issues.
 - Communicates complex issues clearly and credibly with varied audiences.
 - Confidently and effectively expresses contrary opinions and own perspectives.
 - Accepts alternate perspectives in support of business interests.
 - Models trust in others to do their jobs.
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Decision Making L3

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

- Guides responsible risk taking as part of the decision making process.
 - Makes complex operational decisions based on best available information.
 - Balances competing priorities in reaching decisions.
 - Factors key stakeholder perspectives in making decisions.
 - Overcomes obstacles to reach timely decisions.
 - Ensures decisions are consistently applied across the organization.
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Organizational Focus L2

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

- Optimizes processes or practices to support the achievement of organizational goals.
- Helps team members understand the broader vision and how their work is aligned.
- Identifies broader implications of proposed positions, options and approaches.
- Makes connections between situations and patterns to improve decision making.
- Recommends approaches to address issues with a longer term perspective.