

**SENIOR FINANCIAL ANALYST**

---

---

<b>EXEMPT (Y/N):</b>	[N]	<b>DIVISION:</b>	Finance
<b>SALARY LEVEL:</b>	Grid 1, Band 15	<b>DEPARTMENT:</b>	Corporate Services
<b>LOCATION:</b>	Field Road	<b>SUPERVISOR:</b>	Mgr, Financial Planning & Reporting
<b>APPROVED BY:</b>	Chief Financial Officer	<b>DATE:</b>	NEW

---

**SUMMARY:** Under the general direction of the Manager, Financial Planning and Reporting and provides support to the Manager, Budgeting and Grants, the Senior Financial Analyst is responsible for providing technical and analytical support with respect to financial management of the Regional District in accordance with policies, procedures, and bylaws.

**KEY RESPONSIBILITIES** *include:*

1. Assists with the preparation of year-end financial reporting for the Sunshine Coast Regional District (SCRD) and the Sunshine Coast Regional Hospital District (SCRHD) including the preparation of financial statements, audit papers, and implementation of new accounting standards.
2. Supports with the preparation of annual financial statements for the SCRD and the SCRHD ensuring compliance with the Public Sector Accounting Standards, including working with external auditors.
3. Prepares statutory financial reports in compliance with Ministry reporting requirements and other reports as required.
4. Provides financial and budget management support for various business units and project leads which may include creating reports, spreadsheets, variance analysis, graphs, and conducting presentations.
5. Interprets and provides forecasts and analysis that link to service plans and operational performance.
6. Prepares financial accounting entries including account allocations and reconciliations.
7. Assists with the management of debt, investments, reserves, or other special accounts as required.
8. Develops complex financial analysis and valuation to formulate strategies and recommendations on a variety of assigned duties.
9. Provides training assistance for managers and staff in the use of various financial software applications, processes, and procedures.
10. Assists with annual budgeting and forecasting processes, collaborating with department heads to develop accurate and achievable financial plans.
11. Assists with financial modelling and scenario analysis to support strategic decision-making and long-term planning initiatives.

**TYPICAL ACTIVITIES** *include:*

1. Prepares and analyzes financial information such as business analytics, supports the development and analysis of business cases and annual financial plan, ad-hoc reports, and analysis, provides treasury management support, and prepares correspondence and answers inquires.
2. Assists Budget Manager's, staff, and other stakeholders in financial matters including budget, variance, and other finance projects.
3. Checks and verifies source data, records and documents for completeness and accuracy, identifies and investigates discrepancies, and takes corrective action when necessary.

4. Creates, reviews, and updates process documents related to financial matters as required.
5. Develops and innovates various financial reports from excel, ERP or other financial systems.
6. Assists with preparing financial statements and year-end working papers and assist the auditors with their responsibilities.
7. Assists with the preparation of the Government Financial Officer Association (GFOA) budget award and annual report.
8. Reviews internal and external documentation to assist in informed decision making.
9. Assists with grant application and reporting.
10. Maintains, monitors, and recommends changes to financial control systems to ensure procedures, policies and bylaws are followed.
11. Performs other related duties as required.

#### **EDUCATION AND EXPERIENCE**

- Completion of grade twelve (12) or equivalent.
- Bachelor's degree in business administration, finance, or related discipline.
- Professional Accounting Designation or a combination of experience and education related to the requirement of this position.
- Five (5) years' experience in an accounting role preferably with a local government, public sector, or accounting firm.
- An equivalent combination of education and experience may be considered.

#### **OTHER SKILLS/KNOWLEDGE**

- Sound working knowledge of generally accepted accounting principles as they relate to local government including Public Sector Accounting Standards.
- Strong problem-solving skills with the ability to analyse a situation, consider all options and anticipate outcomes before providing a recommendation.
- Ability to prepare complex presentations and writing formal reports for senior management and elected officials.
- Proficiency in financial modeling, forecasting, and variance analysis.
- Advanced knowledge in financial modelling and Excel skills.
- Ability to handle confidential information in an ethical and professional manner.
- Ability to communicate effectively with internal and external contacts while maintaining a high level of professionalism.
- Ability to work effectively in a team environment.