

Classification	Exempt
Original Date:	December 2012
Revision Date:	February 2018, June 2021
Pay Group:	7

## **JOB DESCRIPTION – FINANCIAL PLANNING & ANALYSIS ADVISOR**

### **NATURE AND SCOPE OF WORK**

Reporting to the Manager, Budgets & Analysis, the Financial Planning & Analysis Advisor is an integral part of the Finance Team. Applying a high level of technical expertise and demonstrated accuracy and attention to detail, this role carries out confidential and sensitive forecasting, accounting and analytical work. The Financial Planning & Analysis Advisor is responsible for the University’s budget system and data, including development, maintenance, coordination and preparation of budget documents, and confidential complex financial analysis and forecasting. The position is also responsible for ongoing process improvements and will work towards developing new and improved processes for reporting and analytic tools to be used across the University for Budgeting and Forecasting. Duties include the development and preparation of annual budgets, internal and external reporting, and monitoring and correcting variances. This position is a leader within the FP&A division and acts as a resource person for senior management during the annual budget development and forecasting processes.

### **ILLUSTRATIVE EXAMPLES OF DUTIES**

#### **General and Accounting**

- Prepares budgets and projections on an annual and quarterly basis to help Budget Owners better understand their resources and manage within their financial means.
- Provides financial analysis for the collective bargaining process.
- Provides research, technical support, accounting and budgeting expertise to Financial Services management on a wide variety of budget, capital, and contract/project financial issues.
- Prepares and analyzes monthly internal accounting reports to provide information, identify variances from budgets and to research reasons for variances.
- Contributes to the development and oversight of financial, costing and reporting models for University contracts and projects.
- Monitors budgets and expenditures for completeness of detail, accuracy of contents and adherence to contracts.
- Ensures financial data quality to meet reporting, accountability requirements and national accounting standards
- Responds and provides guidance to enable timely response and resolution to issues arising as a result of system or business process challenges.
- Responds to requests for data and reports from internal and external partners.
- Maintains accounting records up to and including working papers and preparation of year-end financial reports for both internal and external use.
- Assists in the calculation of fees for courses and programs.
- Maintains related journals, general ledger, cash receipts and cash disbursement reconciliations.



- Assists with the preparation of budgets for fee for service contracts and other projects as required.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S., Earthquake).
- Performs duties related to the qualifications and requirements of the position.

#### **Financial Systems**

- Manages, develops and prepares reports from various systems and sources to support account analysis, budget analysis, financial reporting and decision making.
- Leads the team tasked to design, build, test, implement and maintain a new system for budget and forecast reporting (implementation of Tableau).
- Liases with the Institutional Research Department and Faculties to develop and maintain tools for financial analysis, budgeting and forecasting of enrollment and related tuition revenue.
- Maintain existing financial reports and make improvements based on Management's reporting needs.

#### **Process Improvement & Training**

- Provides recommendations to Management and implements policies and procedures to improve internal controls and increase efficiencies.

#### **Non-Operating**

- Assists Management in the review of targeted funds and their related expense accounts to ensure expenditures do not exceed the funding available.

#### **Decision-Making & External Stakeholders**

- Develops and prepares financial modeling to assess viability and impact of new projects, programs, and initiatives in conjunction with other units.
- Provides analysis and interpretation of a variety of information, making financial-related recommendations as required.
- Prepares data and provides analysis on financial information requested by government bodies and other relevant external agencies.
- Works with external auditors to provide accurate information as required. Monitors and prepares reconciliations for specific accounts. Prepares correcting entries wherever inaccuracies are found.

#### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Thorough knowledge of University policies and procedures related to Finance.
- Thorough knowledge of the specific rules, legislation and regulations related to Finance.
- Thorough knowledge of the principles and practices of budget control systems.
- Thorough knowledge of accepted accounting, budgeting and financial reporting principles and practices.
- Thorough knowledge of spreadsheet applications and the ability to upgrade if required.



- Considerable knowledge of business English, spelling, and punctuation.
- Working knowledge of word processing and database applications.
- Ability to exercise and maintain confidentiality using good judgement and discretion in handling a large volume of confidential information.
- Ability to independently identify and analyze complex accounting and financial systems problems, and to appropriately coordinate implementation of solutions through the Director, Finance.
- Ability to prepare and produce a wide variety of financial and budget reports.
- Ability to recommend and discuss methods of improving accounting systems and procedures.
- Ability to work well under pressure, and to plan, prioritize, organize and implement work schedules to meet strict deadlines and work with minimal supervision.
- Ability to present factual information in a presentable and logical manner.
- Ability to understand and follow complex oral and written instructions, and communicate information effectively, both orally and in writing.
- Ability to develop and maintain effective working relationships with all level of the campus community.
- Ability to interpret data at a high level and to present findings developed from the compilation of complex financial data.
- Ability to consolidate financial data from various sources into reports that are useful for management decision making.
- Ability to perform complex analyses

### **REQUIRED TRAINING AND EXPERIENCE**

- Bachelor's degree and accounting designation (CGA, CMA or CA).
- Three years of directly related work experience including experience in accounting, budgeting and financial reporting. Experience in fund accounting, financial control, and policy interpretation
- Combination of education and experience may be considered
- Experience working with external auditors
- Experience working with and adhering to Generally Accepted Accounting Principles (GAAP) and standards and to make objective, informed recommendations.