THE UNIVERSITY OF BRITISH COLUMBIA

POSITION DESCRIPTION # TBA

BUSINESS TITLE: Senior Financial Analyst
EMPLOYMENT GROUP: Management & Professional (AAPS)
JOB FAMILY: Accounting
JOB CODE: 180103 - Accounting, Level C
VP/FACULTY: Faculty of Medicine
DEPARTMENT: Fac Med Finance Office
PAY GRADE: 7
SALARY LEVEL: C

JOB SUMMARY

The role of the Senior Financial Analyst is to provide strategic support; establish strong policies and processes for the planning, budgeting, and reporting process; provide overall management of financial operations of the finance portfolios, in the Faculty of Medicine.

The Senior Financial Analyst works closely with Finance Managers and Financial Analysts within the Faculty of Medicine portfolio of units. This role provides support to the Director and/or Associate Director Finance in the area of strategic financial management including engaging in business process reviews, financial information flow and best practices in financial reporting. Responsible for coordinating financial reporting for multiple units including consolidated reporting through a collaborative reporting relationship, with each Unit Finance Managers in their respective portfolio to provide strategic financial guidance and support, ensuring that they understand the goals and structure of each Unit in order to work as a partner to help achieve Unit and Faculty goals.

The Senior Financial Analyst scope include multiple short/long term finance project manager duties and support as a floater within the Faculty of Medicine Finance organization as assigned by Director, Finance supporting various initiatives.

ORGANIZATIONAL STATUS

The Faculty of Medicine (FOM) is composed of nineteen academic basic science and/or clinical departments, three schools, and a number of research centres and institutes. The Faculty's annual consolidated budget is over $600 million including operating, research, special purpose, endowment and trust funds. The Faculty has approximately 2200 administrative support, technical/research and management and professional staff, as well approximately 650 full-time academic and 8500 clinical faculty members. Together with its partners including BC's six Health Authorities and their affiliated teaching hospitals, the Faculty provides innovative programs in the areas of health and life sciences through a province-wide delivery model. University-based teaching, research, and administrative sites include UBC Point Grey, UBC Okanagan, Diamond Health Care Centre, and the Universities of Victoria and Northern BC, home to our affiliated medical school training programs as well as other education centres. Faculty, staff and students are also located within our clinical academic campuses in hospital settings and other regionally based centres across the province.
WORK PERFORMED

-As the expert in corporate information systems, plans and develops the annual budget and reporting processes for the Faculty of Medicine finance team, and support of units.

-Enhance, evolve and develop reporting tools and information delivery processes through various process improvement initiatives and provides project leadership in working groups to do so. Using a high level of excel skills and knowledge of FMS, Integrated reporting, Hyperion and other systems, can drive best practices and innovative reporting to design new processes and systems that link the various accounting systems to improve strategic and operational decision-making.

-In consultation with department and division heads/directors, evaluate, manage and report on all variances to budget, providing business reasons and where applicable recovery plans for unfavorable variances.

-Manages the monthly or quarterly projections for portfolio of units. Identifies risks and resolves issues.

-Accountable for the development and the delivery of the tools, models and guidelines for each year's annual budget process, including costing, position budgeting, and other templates. Develops the standard reporting to be used for comparison across departments.

-Develop and lead the preparation of the annual budget, forecast and 5 year plans by ensuring consistent assumptions, guidelines and practices between departments and within the Faculty as a whole.

-Provides strategic support to departments by critically evaluating and building different budget models such as the alternative funding plan, activity based budgeting, using complex models and performing detailed "what if" scenarios and sensitivity analysis. As part of the budget process, collaboratively works with departments on various funding arrangements and cost sharing agreements with external funding partners such as health authorities, ministry of health APP branch, foundations, and other external partners.

-In conjunction with departments and division leaders, develops complex financial plans that link strategic plans for multiples divisions within a department, or for multiple program areas.

-Provides professional financial advice and recommendations to department and division heads in the areas of financial management, including revenue generation.

-Responsible for costings for new hires, projects, programs and initiatives by evaluating funding requirements and availability and preparing complex cost-benefit and risk analysis to support new initiatives

-Develop performance measures for the different programs to evaluate their effectiveness and sustainability. Uses financial tools and modeling to evaluate the success of individual programs or activities and to advice on ways to ensure these are sustainable.

-Develops and maintains relationships with representatives of various departments (i.e. Dean's office, UILO, RTA) and external organizations such as health authorities, foundations, ministries, etc. in facilitating the exchange of information, advising of various accounting policies and related matters, and resolving any payment or funding issues.

-Provides support and guidance to other staff in the finance team, both CUPE and M&P on reporting and financial/data analysis.
- Advises the Associate Director and Director on issues requiring more serious attention, and supports the Associate Director and Director's work with the Department Heads. Acts as backup to the Finance Manager when required.

- As a member of a finance team, provides excellent customer service in the financial and budget area to the departments of the cluster, including acting as a focal point for one or more departments and their staff, and providing comprehensive financial services to them.

- As a focal point for one or more departments as assigned, has a detailed understanding of that department's budget and finances, and is able to provide support, suggestions and advice in great depth for all types of financing and budgetary issues.

- As a member of a finance team, works collaboratively to ensure that the work of the team is coordinated and accomplished in a timely fashion and that deadlines and service agreements are met.

- Performs all other related duties as directed by the Associate Director and/or Director.

**CONSEQUENCE OF ERROR**

This financial management of the department is critical for enabling the unit to sustain it financially and meet its strategic objectives. The impact of error in this position is very high because the results of the information prepared or provided by the position could affect the decisions made by the Department Head. Errors could result in poor financial decisions and misallocation of resources, resulting in an adverse impact on the Department's budget and relationship issues with the multitude of stakeholders to the Department. As this position advises departments, schools and centres throughout the Faculty, errors could have a significant impact throughout the Faculty.

The accountability of this position requires the incumbent to deal effectively with the appropriate personnel, both professional and non-professional, at all such levels of involvement and responsibility, both within and outside the University.

**SUPERVISION RECEIVED**

Associate Director or Director of each finance team.

**SUPERVISION GIVEN**

As a senior member of the finance team, works closely with and guides the other members of the team in all aspects of the financial processing, in particular, budget management and development, forecasts, and reporting. Works closely with departmental administrators and provides information and guidance to them in budget and financial areas, as well as to Heads of the departments. Works independently to meet Faculty deadlines and guide others in doing so. Supports the cluster lead in managing the needs of the departments of the cluster.
QUALIFICATIONS

Undergraduate degree in a relevant discipline and Completion of an accredited Accounting program (CA, CGA or CMA). University degree in financial management, business administration, economics, commerce or accounting preferred. Minimum of five years experience or the equivalent combination of education and experience. Experience in fund accounting, budgeting and management of accounting systems.

Experience in financial analysis and budget management.
Experience in financial and budgetary analysis and development of financial tracking and reporting.
Experience managing staff and ideally working in a team or virtual team setting.
Experience working with different computer systems.
Financial management experience with the ability to analyze and synthesize financial information.
Experience with UBC financial systems, research operations and Supply Management procedures including FMS, EBOS, HRMS and Hyperion. UBC FMS certification will be required. Ability to develop and monitor complex budgets. Ability to manage complex financial matters and perform complex analysis.
Financial management skills; including strategic and multi-year planning, forecasting, budgeting, oversight and report preparation. Knowledge of and ability to utilize principles, methods, techniques and systems of financial management. Ability to develop, apply and adjust financial plans to attain objectives. Ability to manage staff performance by establishing standards and goals, evaluating performance, providing feedback and taking corrective action. Comfortable working with senior management. Able to communicate financial concepts to non-financial managers and scientists, as well as to guide and mentor financial staff at different levels. Demonstrates good judgment and initiative in decision making and in resolving complex financial problems not clearly covered by guidelines. Ability to analyze and interpret data, determine implications and provide recommendations. Ability to apply generally accepted accounting principles in an appropriate manner. Comfortable working in a fast-paced multicultural environment. Advanced Excel user, comfortable with pivot tables and other analytical tools. Thorough knowledge of UBC administrative policies, procedures and guidelines. Strong administrative management skills with a demonstrated ability to take initiative. Strong organizational and analytical skills, good problem solving and conceptual skills. Ability to work independently under minimal direction using sound judgment and decision making skills and in a team environment. Must be flexible and work well under pressure to meet deadlines and be able to prioritize a varying number of tasks and must be able to demonstrate a high degree of accuracy. Knowledge of University, Hospital and Health Authority accounting systems. Effective oral and written communication and interpersonal skills. Ability to exercise judgment, tact, discretion and confidentiality in all matters and to maintain effective working relationships with internal and external contacts. Knowledge of contracts, government and UBC policies and regulations, grant administration and procedures related to finance, payroll and audit.