**BUSINESS TITLE:** Sr. Financial Analyst – Education Services

**EMPLOYMENT GROUP:** Management & Professional (AAPS)

**JOB FAMILY:** Accounting

**JOB CODE:**

**VP/FACULTY:** Faculty of Medicine

**DEPARTMENT:** Fac Med Finance Office

**PAY GRADE:** C

**SALARY LEVEL:**

---

**JOB SUMMARY**

The Sr. Financial Analyst, Education Services is responsible for preparing budget submissions, variance analysis, responses to financial queries and other analysis as required by the Faculty of Medicine Education portfolio. The Education portfolio is the largest and most complex portfolio in the faculty, and includes the distributed medical undergraduate and postgraduate programs, MD/PhD and graduate programs, Continuing Professional Development programs as well as education central support units for the delivery of the education programs, and the Office of Education Innovation. The Sr. Financial Analyst – Education Services works with and advises senior management of the programs and the units in the Education portfolio as well as various committees on financial matters. This position manages cash flows, and prepares complex financial reports on both a scheduled and on an as-required basis. The work takes place in an environment of changing priorities and tight timelines.

The Sr. Financial Analyst works with the Education administrative leadership team to meet the financial management objectives of all the programs and units within Education portfolio, particularly the statutory reporting and budgeting requirement for the MoH funded postgraduate medical education program and the distributed undergraduate medical education program. Reporting to Associate Director of Finance, Education Services, the Financial Analyst – Education Services is also responsible for interpret University and Faculty policies and procedures and to implement financial systems in the Education portfolio.

Local travel between sites may be necessary.

---

**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.
JOB RESPONSIBILITIES

- Works collaboratively with the Financial Analyst – Education Services and Associate Director of Finance, Education Services to monitor cash flow and spending against annual allocations. Manages the monthly or quarterly projections for the programs and units within Education portfolio, and departments where applicable. Identifies risks and resolves issues.
- Enhances, evolves and develops 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 university finance management systems, can drive best practices and innovate reporting to design new processes and systems that link the various accounting systems to improve strategic and operational decision-making.
- Provides detailed financial analysis for monthly or quarterly reports and periodic program wide funding reviews. Evaluates, manages and reports on all variances to budget; provides business reasons and where applicable recovery plans for unfavorable variances.
- Reviews programs and units budget and forecast. Works collaboratively with the Associate Director of Finance, Education Services, to ensure the budget, forecast, and 5 year plan are completed on time and appropriately for each component of the units in Education portfolio. Ensures consistent assumptions, guidelines and practice between the programs, units, departments and within the Faculty as a whole.
- Provides strategic support to programs and units within the Education portfolio 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 programs and units on various funding arrangements and cost sharing agreements with external funding partners such as health authorities, Ministry of Health, foundations, and other external partners.
- In conjunction with unit and program leaders, develop complex financial plans that link strategic plans for multiples of divisions within one unit or for multiple program areas. Advises senior program leaders or unit leaders on financial implications of various planning options.
- Supports senior administrators work with regional associate deans, associate deans and unit heads. Provides professional financial advice and recommendations to regional associate deans and unit heads in the area of financial management, including revenue generation.
- Develops performance measures for the different programs to evaluate their effectiveness and sustainability. Uses financial tools and modelling to evaluate the success of individual programs or activities and to advice on whys to ensure sustainability.
- Supports costing 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.
- Develops and maintains working relationships with representatives of various central units in the university (i.e. finance operations, budget office, RTA, etc.) and external organizations such as health authorities, ministries, foundations, etc. in facilitating the exchange of information, advising of accounting policies and related matters and resolving any payment or funding issues.
- Advises Associate Director of Finance, Education Services on issues requiring more serious attention and handles multiple units within the portfolio with ease, without compromising any one units’ requirements
- Provides support and guidance to other staff in the overall finance team on reporting and financial data analysis. Coordinates with other financial support services to resolve issues escalated by the Units
- Maintains a full understanding and expertise of all financial policies and procedures to ensure compliance by all Units in the portfolio.
- Performs other related duties as required
CONSEQUENCE OF ERROR

The Sr. Financial Analyst must have a thorough understanding of the principles of accounting and sound financial management skills. He/she is required to apply this theoretical knowledge to research the information needs of faculty management, develop structures to collect the data required, and create processes to compile the data into meaningful reporting formats which enable financial results and risks to be readily determined. The position is required to use judgment to interpret financial information received from a variety of sources, assess financial risks and problems, and make recommendations to manage the risks and resolve financial issues.

Reports reviewed and shared by this position must be correct, contain the appropriate, complete information, and present the information in a manner that enables them to be easily understood by Unit leaders. Errors in the information/reports prepared by this position could result in poor financial decisions by Senior Management. If reports to funders (such as the Ministry of Health) are incorrect, this could damage the relationship with the funder, cause significant reputation losses to the Faculty. In addition, if the information presented does not support appropriate financial monitoring, then problems could be overlooked and continue to worsen over time and thus jeopardize the financial health of the Faculty and the University.

SUPERVISION RECEIVED

Reports to the Associate Director of Finance, Education Services, Faculty of Medicine. Is expected to work independently in a collaborative and professional environment.

SUPERVISION GIVEN

N/A

QUALIFICATIONS

Education

- Undergraduate degree in a relevant discipline
- Completion of an accredited Accounting program (CPA) or equivalent programs.

Experience

- Minimum of five years of experience or the equivalent combination of education and experience
- Experience in post-secondary education or health care sectors preferred
- Experience in fund accounting, budgeting, financial analysis and development of financial tracking and reporting systems
- Extensive experience with large ERP systems is preferred
  Experience working collaboratively with Senior Leadership and Management and other professionals
- Experience with and ability to consolidate and interpret financial data, present findings and assist non-financial managers in understanding financial reports

Skills
• Strong time management and multi-tasking skills

• Ability to consolidate data from various sources to develop budgets and financial reports to support Senior Management decision making

• Demonstrated ability to develop appropriate and effective financial reports

• Initiative, creativity and flexibility to develop options for the resolution of complex financial issues

• Ability to maintain accuracy and attention to detail while maintaining an overall big picture perspective

• 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 and be proactive.

• 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, presentation 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.