


Position Identification			
Position Title	Budget Analyst		
Position Replaces	N/A		
Position Level	Employee	Position Code	1015
Pay Group	Group 8	Revision Date	Sep-23
Supervisor Title	Manager, Financial Planning & Analysis	Sup. Position Code	1021
Additional Requirement	CRC	N/A	
Division	Finance	Flexible Work Arrangement	Flexible Work

Organizational Description
<p>BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.</p> <p>Our Mission: Delivering transportation services you can rely on</p>

Department Summary
<p>The Financial Planning & Analysis (FP&A) department is responsible for the overall planning, development and scenario modelling of BC Transit's financial plan and funding requirements necessary to support BC Transit's corporate strategy, goals, and objectives.</p> <p>FP&A supports BC Transit's \$400M+ annual operating expenditure budget and works collaboratively with the provincial government and 88 local government partners to determine the funding requirements under the legislated funding model. Key responsibilities include budgeting, forecasting, analysis, financial performance reporting and short- and long-range scenario planning. The team also leads funding negotiations each year with the Ministry of Transportation & Infrastructure and Treasury Board.</p>

Job Overview
<p>Reporting to the Manager, Financial Planning & Analysis, the Budget Analyst is responsible for a variety of functions in support of financial and statistical reports related to annual departmental budgets. Prepares budget, actual and forecast data, budget curving and analysis for budget and forecast variances. Compiles and maintains data using financial software and liaises with various internal departments and external contacts to provide information for the development of multiple budgets and reports. Provides analytical support to the Senior Regional Financial Manager and to</p>

Regional Financial Managers. Prepares monthly JVs and accruals and ensures these reflect the current AOA's and amendments. Prepares and updates detailed budget forms and gathers relevant information for developing budget models.

Key Accountabilities and Expectations

Key Accountability	Expectation
Financial Responsibility	<p>Assists in the preparation of monthly and quarterly financial reports, including:</p> <ul style="list-style-type: none"> • Preparing monthly JVs and accruals. • Ensuring current statistical information is up to date and uploaded. • Ensuring amendments are accurately reflected and updated in the budget and forecast reports. • Liaising with Regional Financial Managers (RFMs) to review changes and/or variances from budgets. • Maintaining data models and appropriate cost allocations. • Preparing and uploading forecast data and reviewing for accuracy. • Preparing monthly statements and assist in reviewing for accuracy and technical errors. • Maintaining and updating the budget and forecasting financial model with any financial and/or budget information changes.
Budget Development	<ul style="list-style-type: none"> • Preparing budget templates and gathering financial data from internal and/or external sources. • Providing financial and analytical support to the RFMs, SRFM and other stakeholders. • Inputting, updating and uploading relevant data and information into budget models and financial software. • Assisting in the development and organization of budget and amendment documentation. • Tracking and recording progress during the budget development process. • Preparing and uploading budget curving. • Help to develop and implement complex models for financial planning, forecasts, budget development and financial analysis. • Ad hoc reports and projects as requested by the Manager, Financial Planning & Analysis.
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies

Education	<ul style="list-style-type: none">• Post secondary degree in Business Administration, Economics or Finance.• CPA designation is an asset.
Experience	<ul style="list-style-type: none">• Two (2) years experience in accounting or financial planning involving analysis of complex financial information, manipulation of budget and forecast variables, report writing• An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none">• Requires advanced proficiency in the use of spreadsheets and word-processing software, preferably Excel and MS Word including the ability to create and maintain excel macros using Visual Basic Application.