

Position Identification

Position Title	Capital Portfolio Analyst		
Position Replaces	N/A		
Position Level	Employee	Position Code	1116 & 1980
Pay Band	Exempt Band 2	Date (last revised)	Jul-24
Supervisor Title	Manager, Capital Portfolio Delivery and Manager, Capital Portfolio Planning	Sup. Position Code	1978 & 1976
Additional Requirement	CRC	N/A	
Division	Finance	Flexible Work Arrangement	Flexible Work

Organizational Description

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.

Our Mission: Delivering transportation services you can rely on

Department Summary

BC Transit's Capital Portfolio includes a 10-year multibillion-dollar portfolio of active and future (planned) capital projects. The Capital department is part of BC Transit's Finance division and is responsible for administering the capital project portfolio as a whole. The department performs portfolio-level planning, governance (including managing agreements, eligibility, project approval forms, etc.), forecasting/reporting, funding negotiations and related funding partner invoicing, asset management accounting, and other administration.

Job Overview

Reporting to the Manager, Capital Portfolio Delivery and the Manager, Capital Portfolio Planning, the Capital Portfolio Analysts supports portfolio-level planning, forecasting, monitoring, and financial control. They support capital planning activities and the development of governance forms and approvals required at various stages of the project lifecycle, and they work closely with project teams to monitor project performance. They also maintain financial and non-financial project information in the financial system and MS Excel and assist with portfolio-level reporting. The position supports the Senior Analysts in all aspects.

Key Accountabilities and Expectations	
Key Accountability	Expectation
Capital Planning	<ul style="list-style-type: none"> • Supports the development of a prioritized and balanced long-term capital plan. Assists in the review of scope, schedule, and budget assumptions at a project-level, through the application of knowledge and advice based on the portfolio of active projects, internal policy and processes, financial expertise, and external factors.
Governance and Project Approvals	<ul style="list-style-type: none"> • Supports project delivery units in navigating portfolio governance requirements. Provides education, training, and hands-on support. • Collaborates with Project Managers and Project Coordinators in the project delivery units to plan and calendarize key activities. • Supports the initiation and review of business cases. • Leads the development of portfolio-level project closeout materials and the compilation and communication of lessons learned. • Consults with Accounting team members to ensure project approvals and subsequent work breakdown structures provide necessary information for future accounting activities.
Portfolio Monitoring and Reporting	<ul style="list-style-type: none"> • Monitors the status of projects to ensure compliance with the governance framework, identify risks and issues, and support improved planning, budgeting, and forecasting activities. • Maintains baselined budgets and key milestone dates. Tracks project performance against baselined milestones and identifies risks/ impacts to other projects and corporate initiatives. • Supports project delivery units through the change request process. • Prepares accounting entries for monthly and ad hoc project-level adjustments and cost allocations. • Updates financial and non-financial data in various systems. • Responsible for processes to ensure data integrity and accuracy.
Additional Duties	<ul style="list-style-type: none"> • Recommends and drives business process improvements and systems efficiencies. • Creates and maintains department process documentation and standards, including associated tools, templates, and guidelines. • 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">• University degree in business, finance, or a related field.
Experience	<ul style="list-style-type: none">• Three (3) years related experience.• Experience with financial analysis and analytical tools.• Experience with financial systems.• Experience supporting the implementation of capital projects or other major initiatives is an asset.• An equivalent combination of education and experience may be considered.
Key job-specific competencies	<ul style="list-style-type: none">• Proficient in Microsoft Office Suite.• Demonstrated written and verbal communication skills.• Strong problem-solving and decision-making skills.