

Position Identification

Position Title	Manager, Financial Planning & Analysis (FP&A)		
Position Replaces	N/A		
Position Level	Manager	Position Code	1021
Pay Band	Exempt Band 6	Date (last revised)	Jul-24
Supervisor Title	Director, Financial Planning and Analysis	Sup. Position Code	1233
Additional Requirement	CRC	N/A	
Exclusion Rationale	On File	Flexible Work Arrangement	Flexible Work
Division	Finance		

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

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.

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.

Job Overview

Reporting to the Director, Financial Planning and Analysis the Manager, Financial Planning and Analysis (FP&A) is responsible for the development, management, delivery, and reporting of current and future multi-year operating budgets for Corporate, Shared Services, Victoria Regional Transit (VRTS) and Regional Transit systems. As the key financial contact, the Manager, FP&A provides financial advice, supports and resolves financial issues and works with internal and external stakeholders to ensure successful management of BC Transit's operating budget.

Key Accountabilities and Expectations

Key Accountability	Expectation
General Responsibilities	<ul style="list-style-type: none">• Manages the development of the three-year budget process for Shared Services, Corporate Departments, Victoria Regional Transit Commission (VRTC), regional local government partners and operating companies, in alignment with the Annual Service Plan.• Leads financial analysis and monitoring, including, key performance indicators, budget expenditures, expenditure trends and financial adjustments; maintains detailed audit history, identifies variances, and recommends solutions.• Is the primary financial expert for assigned areas, day-to-day first point of contact, resolves issues, prepares and delivers financial reports for senior executives, local government partners and the province.• Prepares monthly financial reports for executive management.• Guides long term financial planning, developing models and forecasting techniques to support strategic decisions and improve efficiency.• Provides statistical and financial information for local governments and provincial stakeholders; leads provincial financial initiatives such as relief funding and emergency response and prepares required reports and invoices.• Liaises with the Corporate Controller to ensure efficient and effective coordination between the accounting, revenue, treasury, financial planning, and financial reporting functions.• Liaises with the Capital Planning department to incorporate projected financial statement impacts of the long-term capital plan, operating impacts of capital expenditures, and associated lease fee implications for local government partners.• Leads or participates in work teams to address assigned financial projects; develops project frameworks and prioritizes requirements; monitors work to ensure projects are on schedule, within scope and on target with expected deliverables; resolves project problems and issues; participates in corporate financial assessments, such as the business continuation process, risk management, financial

	<p>standards development, and the design of the budget/forecast information system.</p> <ul style="list-style-type: none"> • Implements improvements to financial management practices, processes, systems, budgeting methods, and controls, and participates in Service Change Committee meetings to review transit delivery and financial implications in all regions. • Contributes to quarterly and year end reporting, providing variance explanations and prepares financial tables and KPI metrics for presentation to the VRTC, Board of Directors, Service Plan and in Annual Reports. • Manages the workflow of direct reports, including recruitment, scheduling, work assignment, supervision and coaching while ensuring their performance aligns with BC Transit values. • Builds and maintains strong relationships with provincial staff, local government partners and operating companies. • Works with diverse internal and external stakeholder groups on complex and sensitive situations • The position may represent Finance and/or BC Transit on various committees, task forces and teams.
Shared Services	<ul style="list-style-type: none"> • Leads the development of monthly/quarterly cost allocations and journal vouchers for Shared Service, corporate and assigned business units. • Regularly communicates financial information to senior executives and Directors. • Manages strategic property and revenue budgets • Oversees the preparation and communication of capital recovery performance to senior leadership.
Corporate	<ul style="list-style-type: none"> • Prepares corporate financial reporting including the Annual Service Plan Report, Three-Year Service Plan, Corporate Business Plan, Financial Performance Reports. • Prepares quarterly Board and Finance & Audit Committee reports for review by Director and Vice President and CFO. • Oversees reporting for specific funding agreements to the province, including for Free Transit 12 & Under and the Safe Restart Agreement. • Prepares annual Treasury Board submission. • Ensures consistency of reporting and analysis between Victoria, Regional and Shared Services functions, including in Hubble and through business intelligence reporting and data visualisation. • Supports BC Transit's low carbon program by overseeing the budgeting and forecasting of carbon credits

Victoria	<ul style="list-style-type: none"> • Prepare and deliver financial presentations on sensitive information to the Victoria Regional Transit Commission (VRTC) at public meetings. • Oversee property tax assessments, transit levy options for VRTC funding decisions and monitor Victoria Region gas tax funding from the Ministry of Finance. • Liaises regularly with senior executives, Directors, Government Relations Managers and other external stakeholders to communicate critical financial information. • Supports the corporate service expansion process and provides cost estimates for the VRTC; member of Transit Improvement Process Committee to advise on funding availability; prepares expansion budget for the VRTS as part of the Annual Service Plan. • Responsible for reviewing and approving monthly/ quarterly cost allocations and journal vouchers for the VRTS system.
Regional Transit	<ul style="list-style-type: none"> • Supports the corporate service expansion process and provides cost estimates for local government partners; member of Transit Improvement Process Committee to advise on funding availability; prepares expansion budget for Regional Transit Systems as part of the Annual Service Plan. • Liaises regularly with senior executives, Directors, Government Relations Managers and other external stakeholders to communicate critical financial information. • Responsible for reviewing and approving monthly/ quarterly cost allocations and journal vouchers for all RTS systems; responsible for approving monthly invoices submitted by contracted operating companies. • Supports the Request for Proposal process for the selection of an operating company for contracted transit systems; reviews cost submissions; participates as a team member in financial negotiations with operating companies. • Creates financial schedules to support Transit Management Service Agreements; manages the development and approval process; liaises with Senior Regional Operations Manager and Manager, Contract Operations to ensure executed contract rates are accurately reflected in operating budgets and aligns to the Annual Service Plan. • Ensures current budget information is uploaded into JD Edwards for the municipal billings process to match Annual Operating Agreements and Amendments; ensures contracted rates are current for monthly operator invoicing in RTS Connect.
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 Finance, Commerce, Business or a related field. • Certified Professional Accountant (CPA) or Chartered Financial Analyst (CFA) required.
Experience	<ul style="list-style-type: none"> • Five (5) years related experience financial management or budgeting experience in a complex organization , including three (3) years of leadership experience. • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Proven ability to develop, monitor and evaluate annual and multi-year budgets. • Sound knowledge of generally accepted accounting principles and practices, including financial controls and audit standards, rules of financial management, financial ethical criteria, financial standards and policies. • Proven ability to communicate effectively and maintain strong working relationships with senior management, local governments and ministry staff. • Strong analytical skills • Strong critical thinking and problem-solving skills. Ability to identify issues, analyze root causes, and implement effective solutions. • High level of accuracy and attention to detail in financial management, reporting, and auditing. • Ability to handle sensitive and confidential information with discretion.