

Position Identification			
<b>Position Title</b>	Regional Financial Manager		
<b>Position Replaces</b>	N/A		
<b>Position Level</b>	Employee	<b>Position Code</b>	1620, 1235, 1616
<b>Pay Band</b>	Exempt Band 4	<b>Date (last revised)</b>	Jul-24
<b>Supervisor Title</b>	Manager, Financial, Planning and Analysis	<b>Sup. Position Code</b>	1021
<b>Additional Requirement</b>	CRC	N/A	
<b>Exclusion Rationale</b>	On File	<b>Flexible Work Arrangement</b>	Flexible Work
<b>Division</b>	Finance		

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><b>Our Mission:</b> Delivering transportation services you can rely on</p>

Department Summary
<p>The Financial Planning &amp; Analysis (FP&amp;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&amp;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 &amp; Infrastructure and Treasury Board.</p>

Job Overview
<p>Reporting to the Manager, Financial Planning &amp; Analysis (FP&amp;A) the Regional Financial Manager is responsible for managing and delivering current and future budgets for assigned client groups. As the key financial contact, the position develops annual operating budgets and multi-year budgets; supports and resolves financial issues.</p>

## Key Accountabilities and Expectations

Key Accountability	Expectation
<b>Budgeting and Analysis</b>	<ul style="list-style-type: none"> <li>• Plans and organizes the development of annual operating budgets, multi-year budget projections, revenues, and operating expenditures in consultation with stakeholders.</li> <li>• Provides statistical and financial information, prepares annual operating budgets and amendments and interprets financial directives to assess impacts on annual operating budgets.</li> <li>• Directs and provides detailed financial analyses, monitors budget expenditures and assesses expenditure trends against funding projections.</li> <li>• Analyzes and approves financial adjustments to balance needs against budget realities, maintains a detailed audit history of all budget adjustments, identifies variances and recommends options and solutions.</li> <li>• Performs long term financial planning activities to support strategic planning and funding decisions, including developing the three-year base and expansion budgets.</li> <li>• Develops long range financial models, forecasting techniques and improvements for better efficiency, and prepares financial reports from model database for senior officials.</li> <li>• Participates in the accounting cycle by preparing journal entries, ensuring revenue and expenses are complete and accurate for the ending period and preparing quarterly forecasts for reporting.</li> <li>• Reviews and approves monthly invoices.</li> </ul>
<b>Process and Procedure</b>	<ul style="list-style-type: none"> <li>• Creates and develops improvements to financial management practices, processes, systems, budgeting methods and internal controls to improve consistency.</li> <li>• Builds reports using financial software for internal stakeholders and analysis.</li> </ul>

<p><b>Collaboration</b></p>	<ul style="list-style-type: none"> <li>• Leads or participates in work teams to address assigned financial projects, develops project frameworks and prioritizes requirements</li> <li>• Monitors work to ensure projects are on schedule, within scope, and on target with expected deliverables, resolves project problems and issues.</li> <li>• Participates in corporate financial assessments, such as the business continuation process, risk management, financial standards development, and the design of the budget/forecast information system.</li> <li>• Provides authoritative financial advice, acting as the key financial expert and the day to day first point of contact on financial and budget matters.</li> <li>• Prepares scenario costings, assesses and resolves financial issues, and assists in preparing financial reports for internal departments and external stakeholders.</li> </ul>
<p><b>Additional Duties</b></p>	<ul style="list-style-type: none"> <li>• Participates in various committee meetings as a subject matter expert.</li> <li>• Participates in the RFP process by preparing cost modules and analyzing financial submissions.</li> <li>• Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>

<b>Summary of Qualifications and Job Specific Competencies</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Post secondary degree in commerce, business or a related field.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Three (3) years related experience</li> <li>• An equivalent combination of education and experience may be considered</li> </ul>
<b>Key job-specific competencies</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Excellent verbal and written communication skills, with a proven ability to communicate effectively and maintain strong working relationships.</li> <li>• Strong analytical skills for conducting detailed financial analyses, monitoring budget expenditures, and identifying variances.</li> <li>• Strong critical thinking and problem-solving skills.</li> <li>• Ability to handle sensitive and confidential information with discretion.</li> <li>• High level of accuracy and attention to detail in financial management, reporting, and auditing.</li> <li>• Ability to handle sensitive and confidential information with discretion.</li> </ul>