



FINANCIAL ANALYST II

COMPETITION: #2291-50165093

SECTION: Budgets & Reporting
STATUS: Temporary full-time (Exempt)
DURATION: Approximately to December 2023
Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at time of posting
HOURS OF WORK: Tuesday to Friday, 8:00 a.m. to 5:00 p.m.
SALARY: Pay Range 91 - \$102,256 to \$127,830
COMPETITION END DATE: Monday, August 15, 2022

Responsible for the budgetary, analytical, statistical, and planning support services for the Vancouver Police Department and the Vancouver Police Board.

ESSENTIAL DUTIES

- Coordinates, develops, and prepares all components of the VPD's annual operating and capital budgets
- Assists with short- and long-term forecasting of future results
- Assists with long-term financial planning
- Sets timelines, parameters, and guidelines for the various sections within the VPD in accordance with VPD, Vancouver Police Board, City Financial Planning and Analysis Office, and Council budget requirements
- Coordinates submission process for budget requests
- Analyzes, evaluates, prioritizes, and prepares budget request forms for operating and capital funds and reviews with various budget committees when required
- Works closely with various VPD Committees and unit budget managers to provide assistance and guidance regarding budget resource needs
- Conducts comprehensive reviews and analysis of the VPD's budget to identify funding needs
- Assists in the development and implementation of the VPD budget management program, including priority-setting processes with the Executive Committee and the Vancouver Police Board
- Identifies and recommends operational budget, business process, and financial management issues that may result in cost efficiencies
- Provides strategic financial advice and decision support
- Reviews, critiques, recommends, and develops multi-year performance- and/or program-based budgeting processes in relation to the VPD's strategic objectives
- Develops, analyzes, and critiques business cases and conducts complex and detailed financial and analytical work, and reviews overall financial and non-financial performance with the VPD
- Identifies, implements, and maintains effective budgeting, analytical, and reporting processes on the ERP system
- Prepares and/or writes various Police Board reports
- Provides oversight and assistance to other financial analysts
- Prepares and presents training to VPD staff on budget and financial processes, in formal and/or informal settings, that may include one-on-one training
- Acts in the Budgets and Reporting Unit Manager capacity as required
- Other related duties and responsibilities as assigned



KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Comprehensive understanding of finance, budgeting, accounting, and business practices, especially in the areas of budget development and corporate financial planning in a large, complex organization
- Extensive knowledge of complex spreadsheets and databases
- Advanced skills at developing and maintaining operating and capital budgets
- Superior research and analytical skills with proven problem solving and issue resolution skills in a complex business environment
- Works at a very detailed level, but also as a strategic thinker with the ability to analyze financial and budgetary figures in terms of their impact on the big picture
- Strong cost accounting and business case analysis skills
- Excellent organizational and analytical skills to provide timely and accurate operational evaluation studies for organizational and system trends
- Advanced report writing and verbal communication skills
- Ability to establish and maintain effective working relationships in a team environment

Preferred:

- Familiar with SAP financials

EXPERIENCE

Required:

- Minimum seven years of progressive experience in budgeting, financial analysis, modelling, and cost control
- Formal business report writing experience
- Experience developing effective methods for resource allocation through identification and analysis of needs, resources, and organizational priorities
- Professional experience in the areas of budget development and corporate financial planning

Preferred:

- Budget and financial reporting experience in a large public sector environment

EDUCATION

- Completed university degree in finance, commerce, business administration, accounting or related discipline
- Professional Accountant Designation (CPA, CGA, CMA or CA), supplemented by training and professional experience in the areas of budget development and corporate financial planning

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required



SELECTION PROCESS

Candidates will be required to achieve 70% on a written test in order to move forward to the interview stage.

- The test will account for 60% of the overall score
- The interview will account for 40% of the overall score

This position is Exempt from the union.

Applicants should submit a cover letter and resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. of the closing date. **The competition number must be indicated in the subject line of the email.**