



FINANCIAL ANALYST I

COMPETITION: #2464-50041429

SECTION: Financial Services
STATUS: Regular full-time (Exempt)
LOCATION: 3585 Graveley Street, Vancouver
HOURS OF WORK: Monday to Thursday, 8:00 a.m. to 5:00 p.m.
SALARY: Pay Range 80
\$97,032 to \$121,294 annually / \$53.14 to \$66.42 per hour
COMPETITION END DATE: Thursday, May 24, 2024

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

ESSENTIAL DUTIES

- Develops and maintains financial models
- Explains and analyzes monthly, quarterly, and annual financial results, and assists with future forecast for internal and external reporting purposes
- Sets timelines, parameters, and guidelines for the various sections within the VPD in accordance with the VPD, Vancouver Police Board, City Financial Planning and Analysis Office, and Council budget requirements
- Assists with the coordination, development, and preparation of the VPD's annual operating and capital budgets
- Analyzes, evaluates, prioritizes, and prepares budget requests 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 review 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 budget, business process, and financial management issues that may result in cost efficiencies
- Reviews, critiques, recommends, and develops multi-year performance/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 nonfinancial performance with the VPD
- Identifies, implements, and maintains effective budgeting, analytical, and reporting processes on the ERP system
- Ad-hoc support on departmental deliverables where required
- Performs 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 skill 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
- Ability to work well at a 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
- Performs other related duties and responsibilities as assigned

Preferred:

- Familiar with SAP financials
- Experience with data mining

EXPERIENCE

Required:

- Minimum five years of progressive experience in budgeting, financial analysis, modelling, and cost control
- 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

- Must be a Canadian citizen or Permanent Resident
- There is no opportunity for remote work. Employees are required to work on-site/in office
- 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.

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

NOTE: This position is exempt from the union.

We thank all applicants, however, only those short-listed will be contacted.

Applicants should submit a cover letter and resume via email by 4:30 p.m. on the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.