



FINANCIAL ANALYST I

COMPETITION: #25115-20250605

SECTION: Budgets & Reporting Unit, Financial Services Section
STATUS: Temporary full-time (Exempt)
DURATION: Approximately 18 months (*may be extended or reduced for operational needs*)
HOURS OF WORK: Four-day compressed workweek
Monday to Thursday, 8:00 a.m. to 5:00 p.m.
SALARY: VPD Pay Range 80 - \$99,947 to \$124,934 annually
COMPETITION END DATE: Thursday, June 19, 2025

The Financial Analyst I is an integral member of the Budgets and Reporting team in the Financial Services section and reports to the Manager, Budgets and Reporting. The essential duties of this role are:

ESSENTIAL DUTIES

- Develops and maintains financial models
- Analyzes and explains key business issues impacting 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 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, as well as for key events such as FIFA 2026
- Initiates and manages IT and BI reporting projects to support strategic analysis capabilities and process efficiency in the organization; suggests opportunities for process automation/streamlining and support integration with financial reporting, operating and capital budgeting, and other reporting as required
- 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 operational budget, business process, and financial management improvements 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, 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, and analytical and reporting processes on the ERP system
- Ad-hoc support on Departmental deliverables where 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
- 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

Preferred:

- Familiar with SAP financials
- Experience with data mining and BI dashboard building

EXPERIENCE

Preferred:

- Minimum five years 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

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years.
- Must be a Canadian citizen or Permanent Resident
- There is no opportunity for remote work - employees are required to work on-site/in office

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. on the closing date. **The competition number must be indicated in the subject line of the email.**