



## NON-CONTRACT ROLE DESCRIPTION

JD4769

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|------------------------|---|------------------------------|----------|
| <b>ROLE TITLE:</b>     | Financial Analyst, Financial Controls & Processes | <b>ROLE DESCRIPTION NO.:</b> | 4769     |
| <b>DEPARTMENT:</b>     | Financial Operations and Reporting                | <b>HEABC REFERENCE NO.:</b>  | 18721468 |
| <b>REPORTING TO:</b>   | Manager, Financial Operations                     | <b>HSCIS CODE:</b>           | 07050    |
| <b>CLASSIFICATION:</b> | NCEM/Range 7                                      | <b>JOB CODE:</b>             | 91318    |

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager Financial Operations, this position is responsible for designing and implementing financial controls and financial processes at the operational levels of Island Health.

The Financial Analyst assists the department Manager with preparation and documentation of the financial controls processes, risk assessments, design and implementation of processes and controls and evaluating, reporting and resolving control deficiencies to ensure the design adequacy and operating effectiveness of financial controls at an operational level.

### DUTIES AND RESPONSIBILITIES:

1. In partnership with the Manager, drive process improvement, financial controls and automation through cross-functional collaboration, including planning and launching new processes or solutions.
2. Assist with development and implementation of Group policies for controls and control objectives for core financial reporting processes.
3. Work with process owners to scope, design, and implement controls to address key risks.
4. Prepare and deliver status updates and presentations to internal stakeholders.
5. Conduct interviews and facilitate workshops with stakeholders to validate requirements and proposed changes to business process.
6. Identify, assess, document and monitor business processes that affect the financial process/workflow, including the use of process narratives & flowcharts.
7. Assist the department Manager with developing financial process improvement procedures and monitoring and reporting on process performance and adoption across the organization.
8. Analyze current process standards and metrics in order to identify financial controls and provide solutions for improvements, updating and maintaining documentation on process improvements and performance.
9. Perform data gathering, root cause analysis, and performance trending in order to develop appropriate process control changes.
10. Analyze and document dependencies between new and existing processes and identify opportunities for improvements.

11. Assist with development of training materials and deliver training for business process owners on a regular basis to build knowledge, provide updates and improvements for guidelines, processes and procedures with an understanding of financial risks and controls.
12. Develop and implement the controls testing process, including conducting reviews and testing of financial process controls compliance by process owners along with monitoring and overseeing the remediation of deficiencies identified.
13. Provide professional advice and guidance to stakeholders in interpretation of controls and processes, to ensure consistent application across Island Health.
14. Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

A level of education, training and experience equivalent to a recognized accounting designation (CPA) plus five (5) years recent related experience in a progressively senior financial planning and business support role, or an equivalent combination of education, training and experience.

### **Skills And Abilities**

- Auditing experience.
- Strong understanding of accounting and financial processes including risk and financial controls.
- Ability to understand and apply laws, regulations, and compliance requirements.
- Ability to define problems, collect data, establish facts and draw conclusions.
- Excellent organizational skills with ability to multi-task and accurately work in a fast-paced environment with tight deadlines.
- Excellent verbal and written communication skills with effective listening and presentation skills.
- Demonstrated track record of making analysis-supported recommendations and leading cross-functional change.
- Proven strong critical analytical abilities, thinking skills, a history of innovative thought.
- Effective/collaborative leadership style with strong influencing skills.
- Agility and ability to work effectively both as part of a team and independently .