

IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL BCGEU BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.

**LEGAL SERVICES SOCIETY
POSTING**

TO: LSS STAFF (cc: BCGEU)
FROM: HUMAN RESOURCES DEPARTMENT
POSITION: BUDGET ANALYST
ONE REGULAR FULL-TIME POSITION - VANCOUVER
This position is on a modified workweek
COMPETITION NO: B046-18
DATE POSTED: JUNE 12, 2018
CLOSING DATE: JUNE 26, 2018
STARTING DATE: ASAP
SALARY: Job Class 18 (\$56,338 - \$64,441)

PRIMARY FUNCTION:

Coordinate and oversee the Society's budgeting activities and work with managers in preparing and monitoring annual budgets, periodic financial estimates, and projections for all departments, regional centre and projects. Coaches and mentors managers and project managers in the areas of budgeting, estimating, and reporting on expenditures and works closely with the Planning and Policy Department to provide input into executive information requirements in a timely and accurate fashion.

The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.

DUTIES:

1. PROVIDE BUDGET MANAGEMENT EXPERTISE TO:

- a) Provide analyses of financial budget data and extract and define relevant information;
- b) Interpret data for the purpose of determining financial performance and resource planning;
- c) Prepare annual estimates & financial projections for Society departments, regional centre and projects;
- d) Evaluate the effectiveness of annual estimates and financial projections for the Society and activities and methods used to gather the information;
- e) Work with staff to develop capital, operating, project budgets, and cash flow projections for the Society;
- f) Act as the principal liaison on budget matters between Finance and Administration and the other departments;
- g) Assist other departments in analyzing and monitoring their budgets;
- h) Analyze variances and recommend reallocations or corrective action;
- i) Conduct special studies as requested;
- j) Participate in related committee work;
- k) Present data, recommendations and/or reports to staff and committees;
- l) Recommend or provide training/coaching for managers and teams to improve budget management; and
- m) Provide financial information to support the annual planning process.

2. DESIGN, IMPLEMENT AND MAINTAIN A CENTRALIZED BUDGET REPORTING SYSTEM:

- a) Monitor budget status and variances and report to managers;
- b) Work with Accounting, Policy and Planning departments to establish an effective budget tracking and reporting system;
- c) Work with the Planning and Policy department to make financial reports available on the intranet;
- d) Ensure project budget information is relayed to the Planning and Policy department accurately and on-time;
- e) Ensure that the current budget information reconciles with the Planning and Policy department; and
- f) Work closely with the Planning and Policy department and project managers on all financial matters relating to projects and strategic initiatives.

3. OTHER DUTIES:

- a) Perform other duties as requested.

QUALIFICATIONS:

Basic requirements

- minimum of 4th year CGA or CMA (or equivalent)
- minimum 3 years relevant experience as outlined in related requirements
- intermediate level in MS Excel
- intermediate level in MS Access
- Advanced understanding of analysis and reporting of financial statements

Rated requirements

- ability to recommend budgets and financial plans
- ability to establish and maintain effective working relationships with a variety of internal contacts and to provide advice and assistance on matters relating to the work
- ability to collect, organize, and analyze financial data, and report on significant financial information
- ability to communicate effectively in writing
- ability to communicate well with management and colleagues
- ability to work well in multidisciplinary teams

This competition requires the candidate to complete the following tests:

- MS Excel – practical exercise
- MS Access

We offer (based on your employment status and affiliation):

- A competitive salary
- 35 hour work week
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

LEGAL SERVICES SOCIETY
Human Resources Department
Competition no: B046-18
400-510 Burrard Street
Vancouver, BC V6C 3A8
Fax: (604) 682-0725
E-mail address: resumes@lss.bc.ca
VISIT OUR WEBSITE AT www.legalaid.bc.ca

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from aboriginal people, visible minorities, women and persons with disabilities.