

Job Class Profile: Financial Analyst (Post Secondary Education)**Pay Level: CG-33 Point Band: 718-741**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	2	4	4	5	4	1	2	
Points	280	67	13	19	120	108	83	21	21	732

JOB SUMMARY

The Financial Analyst (Post-Secondary Education) provides professional financial analysis work in support of the provincial post secondary education system.

Key and Periodic Activities:

- Reviews and verifies capital expenditures relating to the departments' Knowledge Infrastructure Projects (i.e. submits invoices and journal vouchers for payment, maintains capital expenditure spreadsheet, meets with Transportation and Works officials regarding projects, etc).
- Manages budgets and expenditures related to cost shared agreements (i.e. ensures applicants comply with regulations and terms of agreement; reviews financial details of proposals and develops progress payment schedules; reviews and approves financial claims from applicants to ensure compliance; prepares and submits claims to Federal government for reimbursement; and prepares analytical reports for department).
- Prepares various financial reports for executive and senior management.
- Assists with the preparation of the department's annual budget (i.e. updates department's annual salary data; provides detailed explanatory notes at the Activity and Object level; provides variance lists as required; and maintains copies of all signed and/or drafted cost sharing arrangements, MOU's letters, etc).
- Prepares monthly budget monitoring reports for each division.
- Prepares Private Training Corporation (PTC) financial statements.
- Prepares journal vouchers to move revenue from unallocated revenue account to its proper account.
- Prepares and submits a monthly tangible capital asset (TAC) report.

SKILL**Knowledge****General and Specific Knowledge:**

- Specialized knowledge of financial procedures, legislation, regulations, and financial statements.

Formal Education and/or Certification(s):

- Minimum: Undergraduate degree in Business or related field

Years of Experience:

- Minimum: 2 – 3 years

Competencies:

- Writes simple letters, memos and other documentation.
- Designs and develops new programs/procedures for the organization.
- Proofreads, edits and formats a variety of documents.
- Strong research and analytical skills.
- Uses various computer software programs such as spreadsheets, word processors, presentation, databases, and specialized financial software (i.e. Financial Management Information System, Discoverer, etc).

Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listening to information from others, asking questions to get information, and gaining the cooperation of others to complete work assignments.
- Communication occurs with employees in the immediate work area, employees within the department, supervisors or managers, and students.
- Most significant contacts are employees in the immediate work area, employees within the department, and employees with other departments.
- Interactions include listening to give proper advice or direction, communicating complex financial information, and working in a confidential environment

EFFORT**Physical Effort**

- Work demands do not result in considerable fatigue requiring periods of rest.
- There may be a requirement to lift/move objects, such as files and records up to 10 lbs.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Constant fine finger/precision work while analyzing financial information and producing reports.

Concentration

- **Visual** concentration is constant entering data into a spreadsheet and producing financial reports.
- **Auditory** concentration is regular when discussing work assignments with co-workers or supervisor.
- Impacted by **interruptions** and multiple **time pressures/deadlines** with a lack of **control over work pace** (i.e. reporting deadlines, monthly monitoring reports, etc).
- **Exact results and precision** are required when correctly and accurately entering numerical data.

Complexity

- Work typically involves tasks that are similar and require similar knowledge and skills.
- Problems require analysis and interpretation in order to provide advice and direction to management. Problems need to be defined and practical solutions found working within defined standard work processes.
- The most typical challenges or problems are reconciling financial information entered in FMS and getting divisional directors to submit their financial information on a timely basis.
- Co-workers, policies, procedures and guidelines exist to assist and address issues and challenges.

RESPONSIBILITY**Accountability and Decision-Making**

- Work tasks and activities are generally prescribed and controlled.
- Decisions can be made when signing for journal entries, purchase orders, and invoice payments for capital projects.
- Requires supervisor's approval for budget transfers and invoice payments for current expenditures.
- Work tasks involving the procedure for processing capital invoices or the releasing of confidential information are completed with discretion and independent judgment.

Impact

- Impacts generally affect immediate work area, department, outside the department, clients, and the general public.
- Work activities impact processes, systems, information and finances.
- Inaccurate reporting can result in invoices not being paid in a timely manner or poor decisions made based on inaccurate financial information.
- In the event of a mistake or error the consequence is directly felt on finances, human resources, and information.
- Legislation, policies, and procedures are in place to mitigate the impact of errors.

Development and Leadership of Others

- There is no supervision of staff.
- May provide advice/guidance to new employees.

WORKING CONDITIONS**Environmental Working Conditions**

- There is no requirement for any special precautions or safety equipment.
- There is no likelihood of injury or illness.
- Occasionally experiences unusual/distracting noise, glare from computer monitors and lack of privacy. There is requirement to travel for work.