



Date: February 28, 2024

Competition: #24-11

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Financial Advisor (Position #1000405)

Division: Police Academy

Reporting To: Director, Police Academy

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complimentary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

Position Summary:

Provides financial leadership, strategic advice, analysis and reporting for the Police Academy, supporting the development and management of their budgets, forecasts, and costing models. This role helps leaders within the division make sound financial decisions by supporting the financial management of the Division and providing information and advice on all financial matters, including confidential staffing plan modelling and management. Additionally, this role champions best practices in financial management and ensures financial processes within the Police Academy are optimized and aligned with organizational practices, processes and controls. This role supports financial analysis and reporting for external partners and contributes to organizational reporting.

Primary Responsibilities:

Financial support to the Division

- Uses financial acumen to support strategic decision-making by providing advice and recommendations based on sound financial analysis
- Provides advice to directors and cost center managers on confidential budgetary matters to identify opportunities to use operational and financial resources effectively. Consultation may include, but not limited to, restructuring, cost efficiency measures, or other labour matters that require consultation with various stakeholders
- Supports the development of the Divisional annual budget and prepares forecasts and variance analysis

- Provides reporting for internal audiences and external audiences to meet partner, client and ministry requirements

Liaison between Finance and the Division

- Trains cost center managers on financial processes, tools and systems
- Works with both Finance and the Division to optimize processes and reduce duplication

Personal leadership

- Plays a key role in ensuring the long-term financial viability and credibility of Police Academy by ensuring the data used in analysis is accurate and complete
- Identifies risks, resolves issues and escalates as needed
- Undertakes special projects as needed

Qualifications & Requirements:

Education & Experience:

- Completion of professional accounting designation (CPA) and membership in good standing with the regulatory body (CPABC)
- At least four (4) years of progressively responsible experience in financial analysis, variance reporting, forecasting and budgeting; managing a large number of cost centres or departments, preferably in a large, complex multi-union organization
- Knowledge of financial accounting and management, control and reporting procedures, practices and policies
- Knowledge of financial performance management, internal control systems and procedures and generally accepted accounting principles.
- Intermediate knowledge of enterprise computerized information systems used in financial and accounting applications, and ERP systems.

Skills & Abilities:

- Models respectful and inclusive workplace behaviours, and demonstrates a commitment to meaningful outcomes in diversity, equity, and Indigenization.
- Superior writing and presentation skills, with experience in the development and review of business cases
- Superior analytical skills including the ability to understand complex issues and present them in concise and meaningful ways
- Strong computer and financial application skills including demonstrated advanced Excel skills and the ability to productively use Word and PowerPoint. Experience using Business Intelligence tools such as data warehouses
- Customer focus, with the ability to facilitate and encourage cooperation between diverse operational groups and skill sets
- Excellent communication skills including the ability to negotiate and persuade and tailor communications to your audience
- Excellent organizational skills including the ability to prioritize workload to meet tight deadlines, work under pressure and multi-task
- Critical thinking skills with the ability to work independently, without direct supervision.
- Values and demonstrates inclusivity, openness, and respect
- Problem-solving and decision-making – considers a wide range of information and perspectives to solve problems and make reasoned decisions; demonstrates comfort with uncertainty and ambiguous conditions
- Organizational awareness – understands and appreciates an organization’s internal culture and operating practices as well as the political and business climate in which the organization operates

- Business awareness – considers and understands the financial, operational and human perspective and the impact of decisions

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$81,608.50 to \$96,010.00 annually – Fair Comparison Excluded Compensation Salary Grid 8

The Compensation Range shown reflects JIBC's range for the role: between 85% and 100% of the sector range control point. In the normal course, employees will be hired, transferred or promoted between 85% - 94% of the control point, based on the knowledge, qualifications and experience for the role, with exceptions in the 95% - 100% range.

Position is under review to be determined for exclusion.

Posting Date: February 28, 2024

Closing Date: Open until filled with a first review of applications on March 11, 2024

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #24-11 via email to: People and Culture at hr@jibc.ca

For more information about this position, please contact: Jennifer Keyes at jkeyes@jibc.ca.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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