

Ministry

**Describe: Basic Job Details****Position**

Position ID

Position Name (200 character maximum)

Current Class

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code    Cost Centre    Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Design: Identify Job Duties and Value****Job Purpose and Organizational Context**

Why the job exists:

A community-based delivery model is used for the provision of programs, initiatives, and services to a wide variety of Albertans in need of housing solutions. The Housing Division works with over 300 housing providers (municipalities, housing management bodies, and non-profit and private organizations) to provide stable and sustainable lower-cost housing for Albertans in need, including support for existing and new housing options for over 115,000 low-income families, individuals, seniors, and people with special needs. The Housing Division is also involved with provision of emergency housing, interim housing, and long-term housing recovery for provincial communities impacted by disasters.

In addition, the Housing Division ensures effective operational management of over 61,000 government-owned and/or supported housing units through by the Alberta Social Housing Corporation (ASHC) and located throughout the province. Various operational funding (including Social Housing, Rent Supplement, Seniors' Lodge, and Private Non Profit programs) provide third-party delivery partners with financial resources to deliver lower cost housing for Albertans in need.

**Position Purpose**

Reporting to the Manager, Analysis & Administration, the Financial Analyst performs the following core functions:

- Review and analyze program budgets, monthly/quarterly operating results and annual reports submitted by housing providers; identify deficiencies pertaining to housing provider financial operations and compliance with financial accountability requirements and controls.
- Ensuring annual audited financial statements received from housing providers are monitored, reviewed, analyzed, and reconciled to ensure compliance with accountability guidelines, standards, agreements and reporting requirements.
- Provide financial analysis, monitoring, reporting and compliance services to ensure housing providers comply with established program funding delivery and accountability policies, standards, and guidelines.
- Support in the development of annual program budgets for housing providers including the processing and reconciliation of monthly operating budget payments.
- Work with housing providers to develop appropriate responses to issues identified through ongoing reviews of budgets and financial results, as well as conducting financial reviews of housing provider operations as part of the Division's operational review program.

The Financial Analyst performs all responsibilities within applicable legislation, regulations, policies, guidelines, and standards. This position requires knowledge of accounting principles, practices, and approaches for integrating financial information into budgeting, forecasting, and reporting functions. In addition, this position exercises well developed professional judgement when determining and evaluating alternatives and solutions within this framework.

The successful candidate will be able to:

- Plan and coordinate multiple tasks, processes, and information flows under tight time frames and deadlines.
- Assess the accuracy and reliability of data applying statistical tools effectively.
- Effectively present and defend analyses, assumptions, options and conclusions to housing provider and Ministry representatives while maintaining objectivity and a non-biased approach.
- Pro-actively identify concerns, issues, and potential solutions and recommendations relating to responsibilities.
- Demonstrate high levels of independence and self-management skills with a strong results orientation.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Budgets, business plans, and other submissions received from housing providers are consolidated and analyzed to determine operating budgets and financial targets in accordance with applicable legislative, accounting, and housing program standards and guidelines.

### Activities:

- Collaborates with management and Housing Advisors to coordinate allocation of approved ASHC budget to housing programs (e.g., Rent Supplement, Private Non-Profit, Social Housing, and Seniors' Lodges).
- Provides background information and analyses to support target allocations to housing provider portfolios as appropriate.
- Prepares roll ups, summaries, and management reports pertaining to housing provider annual financial operational results (e.g., over-expenditures, exceeding of pre-determined thresholds), including determining outstanding funds owing to/from ASHC for each housing provider and in totality to support monthly forecasting and year-end financial reporting.
- Analyze housing provider reporting to identify spending patterns and requests for additional funding via budget amendments and make recommendations to Division executive team as appropriate.
- Provides consultation and advice to Division executive team and representatives in relation to discrepancies of actual from budgeted results based on analysis and interpretation of financial operational and program outcome data; communicates trends and issues and provides recommendations as to potential responses and actions.
- Prepares monthly, quarterly, and annual financial working papers, reconciliations, journal entries, and accruals for the ASHC as appropriate

2. Reports of financial operations and annual audited financial statements received from housing providers are monitored, reviewed, analyzed, and reconciled to ensure compliance with established financial accountability guidelines, standards, agreements, and reporting requirements.

**Activities:**

- Reviews and analyzes financial reports and forecasts submitted by housing providers to ensure compliance with Housing Division reporting requirements.
  - Reviews and analyzes annual financial statements submitted by housing providers and associated management letters prepared by external auditors to ensure compliance with accounting and government reporting requirements; address concerns of external auditors and the Office of the Auditor General (OAG) as required.
  - Determines outstanding funding owing to and from ASHC by housing providers, processing payments for housing provider deficits, following up on outstanding surplus funds owing to the ASHC as appropriate, and providing associated information for input to year-end ASHC financial reporting.
  - Provides advice to senior management regarding discrepancies of actual from budgeted results for housing providers, including associated concerns, issues, and recommended responses.
  - Participates in ongoing enhancement of forms distributed to and used by housing providers to report on financial status of operations and programs
3. Coordinating the reporting and analyses of housing provider and housing program results in accordance with established guidelines, standards, agreements, and reporting requirements.

**Activities:**

- Work with Housing Advisors to compile and analyze information received from housing providers on a regularly scheduled basis (e.g., monthly, quarterly, annually) to develop roll ups, summaries, and management reports for financial operations of housing providers and financial status of programs.
  - Determines and provides analytics pertaining to housing providers and housing programs to Division and Ministry representatives (e.g., costs per unit per month, daily costs per resident, regional costs, etc.); identifies trends and issues pertaining to costs, revenue, etc. for input to plans, forecasts, and decisions.
  - Develops roll ups, summaries, and management reports pertaining to housing program outcomes, including analytics as to program / provider / portfolio performance, trends, issues etc.
  - Responds to ad hoc requests for information from Division and Ministry representatives by analyzing, presenting, and explaining housing provider and housing program data.
  - Provides leadership for development of new and revised reporting forms, systems, and processes for housing providers based on parameters of funding agreements and requirements for financial and program information.
4. Prepares briefings, reports, letters and memos on housing providers and housing programs.

**Activities:**

- Responds to action requests and other enquiries, including researching and analyzing information for housing provider and housing program reporting issues and initiatives impacting the Housing Division and ASHC.
- Develop and deliver solutions and recommendations to key decision-makers and ensure information presented is appropriate for requirements of audiences
- Written documents are concise and provide clarity using the applicable templates

5. The Manager and other senior representatives are supported in achieving the mandate and goals of the unit, branch, and division.

**Activities:**

- Provides guidance to Housing Division representatives in relation to housing provider and housing program planning and reporting concepts and processes and clarification of associated guidelines and procedures.
- Identifies areas for improvement in the administration of the portfolio. Recommends improvements to program policies and procedures.
- Provides support and recommendations relating to issues, opportunities, and challenges associated with the financial operations and program outcomes for housing providers.
- Establishes effective working relationships with and provides assistance to other areas of the branch and division, including providing financial accounting expertise, assisting with preparation of financial working papers, reconciliations, journal entries, and accruals for ASHC, and providing support in preparation for the year-end audit.
- Participates in working groups, teams, and committees at Division, Ministry, and cross-ministry levels as assigned.

## Problem Solving

Typical problems solved:

This position applies expertise and a thorough understanding of housing programs, housing provider financial operations, and applicable legislation, policies, standards, and guidelines to provide financial and operational consultation and advice to the assigned portfolio of housing providers. The Financial Analyst also provides financial review and monitoring services, analyzing budgets, forecasts, financial reports, and audited financial statements submitted by housing providers to determine compliance with legislation and ensure the accuracy of information provided relating to housing provider financial operations and program delivery.

This position ensures that monthly reporting requirements are met by housing providers and that reporting received is complete, accurate, and clean for data import and subsequent analysis. Knowledge and expertise across housing providers may vary greatly so it is the responsibility of the Financial Analyst to ensure that reporting received is consistent across all housing providers.

This position interacts regularly with senior representatives to provide program analyses and results pertaining to the housing providers, as well as to recommend changes to processes and approaches that will result in improved reporting for internal decision making. This position is expected to provide innovative options and solutions for reviewing, analyzing, monitoring, and reporting financial information and program outcomes for the portfolio.

Types of guidance available for problem solving:

The Financial Analyst functions with significant independence when determining priorities and areas of focus, exercising judgment and discretion when applying and interpreting financial and program policies and guidelines and making decisions pertaining to the analysis of program reporting received from housing providers. This position consults with the Manager for matters involving significant impact on housing provider operations and the significant commitment or re-allocation of resources. Major trends, issues, and concerns identified in relation to the operations of housing providers and housing program outcomes are discussed with the supervisor, who is also available for assistance when dealing with particularly difficult, sensitive, and/or contentious situations.

Direct or indirect impacts of decisions:

Analyses and recommendations derived from housing provider reporting provided by the Financial Analyst is used in consideration of annual housing provider budgets, in support of federal reporting requirements, and in review of program policies and decisions.

The Financial Analyst works within the parameters of established policies, directives, and guidelines. Work is reviewed in terms of achievement of established outcomes and quality of analyses, recommendations, and solutions provided. The accuracy, timeliness, and comprehensiveness of information provided to senior decision-makers is of critical importance, as is ensuring that reliable and value-added consultation and advice is provided to housing providers.

## Key Relationships

Major stakeholders and purpose of interactions:

The Financial Analyst has regular and ongoing contact with:

- Housing Division representatives (internal) to provide and exchange information relating to housing provider operations, housing programs and federal reporting requirements; develop and present management reports, analyses, and recommendations relating to housing provider operations and program delivery.
- Housing provider representatives (external) to provide advice and consultation relating to operations and reporting of housing programs outcomes and results; review and analyze budgets, business cases, financial reports, and audited financial statements, including identifying and responding to issues and deficiencies, responding to enquiries, and developing responses, risk mitigation strategies, and recommendations; build relationships and follow up with any questions or concerns.
- Housing Advisors (internal) to inform of any new developments, non-compliance, or outstanding information requested.
- Public accountants in regards to management letters accompanying audited financial statements and subsequent follow up.
- Representatives of other ministries and the OAG, as required.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business		CPA/CA/CMA/CGA

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

- University degree in business, accounting, or related field. Professional accounting designation - Chartered Professional Accountant (CPA) is preferred.
  - Financial planning (budgeting) and/or auditing experience in large, diversified organizations with subsidiaries is considered an asset.
- Assets**
- Experience Intermediate to advanced level of experience in Microsoft Office tools (ie: Excel, Word, Power BI)
  - Knowledge of auditing principles and schedules and familiarity with financial statements.
  - Experience working with housing programs, including associated agreements, program definitions and rules, processing of budget payments, financial accountability and templates.
  - Strong ability to analyze and synthesize information drawn from reporting sources and develop recommendations based on findings.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Integrates broader context into planning:</b> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	Program data is used to support internal decision making regarding annual operating budgets as well as support the ASHC's responsibility regarding federal reporting. In addition, program data is relied upon to monitor the uptake and effectiveness of program policies and decisions.
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Works in open teams to share ideas and process issues:</b> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	The Financial Analyst assesses reporting data received summarizing this data into a presentable format for review and in support of decision making regarding efficiencies of housing programs. Creative Problem Solving is required in order to prioritize key data points and identifying methods to appropriately present information.
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Proactively incorporates change into processes:</b> <ul style="list-style-type: none"> <li>• Creates opportunities for improvement</li> <li>• Is aware of and adapts to changing priorities</li> </ul>	The Financial Analyst will need to be able to adapt to shifting priorities and deadlines particularly in regards to budget approvals and payments.

		<ul style="list-style-type: none"> <li>• Remains objective under pressure and supports others to manage their emotions</li> <li>• Proactively explains impact of change on roles, and integrates change in existing work</li> <li>• Readily adapts plans and practices</li> </ul>	The role is largely process-driven and opportunities to improve efficiencies is always encouraged.
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented <ul style="list-style-type: none"> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul> </li> </ul>	The Financial Analyst will work alongside a wide range of stakeholders both internal and external. Internal stakeholders include: unit team, housing operations branch, and staff in other branches (Policy Planning and Analytics, Financial Support Services, and Housing Business Supports). External stakeholders include: housing providers and their staff.
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	Forecasts and financial reviews are required to be appropriate and accurate while remaining cognizant of the various regulations, standards and frameworks.

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Financial Analyst, Energy - 023FN17  
Regional Accounting Officer, Human Resources - 023FN16