



EMPLOYMENT OPPORTUNITY

Scw'exmx Child and Family Services Society (SCFSS) is family-centered and guided by nłe?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

FINANCIAL ANALYST

Status: Full-time | Permanent
Hours: 35 hours per week | 8:30 - 4:30 | Monday – Friday
Wage: Starting salary commensurate with experience
Benefits: Comprehensive Benefits Package | Public Service Pension Plan
Location: Merritt, BC

POSITION SUMMARY

Reporting to the Finance Manager, the Financial Analyst is responsible for performing a high-quality analysis of financial data, budgetary reporting, and financial analysis of programs and services in accordance with the financial policy, procedures, standards, and guidelines approved by the Board of Directors. The Financial Analyst will support the overall financial sustainability of SCFSS by providing professional advice on financial matters relevant to operations, supports budgeting and financial analysis responsibilities, including financial modelling, forecasting, researching, and report/presentation preparation. The incumbent maintains a high level of professionalism and confidentiality in all aspects of performance and communication and maintains best practices.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Perform financial forecasting, reporting, and operational metrics tracking
- Analyze financial data and create financial models for decision support
- Report on financial performance and prepare for regular leadership reviews
- Analyze past results, perform variance analysis, identify trends, and make recommendations for improvements
- Work closely with the Finance Team to ensure accurate financial reporting
- Evaluate financial performance by comparing and analyzing actual results with plans and forecasts
- Guide the financial process by establishing and enforcing policies and procedures
- Provide analysis of actuals versus budgeted items, forecasts and recommend actions for optimization
- Recommend actions by analyzing and interpreting data and making comparative analyses; study proposed changes in methods and materials
- Identify and drive process improvements, including the creation of standard and ad-hoc reports, tools,



and Excel dashboards

- Maintain a strong financial analysis foundation creating forecasts and models and reporting mechanisms
 - Where required, provides input into strategic planning, and the continual improvements policies, procedures, and operations
 - Maintain file documentation in an organized and structured manner, and in accordance with established document management and retention policy
 - Collaborate with members of other Financial Management Board (FMB) service lines to support organizational initiatives
 - Other duties as required, which may include:
 - Assist with the analysis of financial policies
 - Financial and statistical collection or other similar technical research
 - Participate in or contribute to special projects
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SUPERVISION RECEIVED

- Regular consultation and review with the Finance Manager
 - Annual Performance Evaluation and work plan review with the Finance Manager
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JOB REQUIREMENTS

- Advanced understanding of accounting principles
 - Working knowledge of Canadian Public Sector Accounting Standards
 - Experience with financial analysis and financial reporting
 - Advanced working knowledge of Excel
 - Familiarity with data query/data management tools
 - Strong analytical and report writing skills
 - Great organizational skills; knowledge of a document management system is considered an asset
 - Proven success in a team environment
 - Ability to manage multiple projects and determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively
 - Clear Criminal Record check before the first day of work
 - Clear Ministry of Child and Family Development Prior Contact Check before the first day of work
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EDUCATION & EXPERIENCE

- Post-secondary education in Accounting, Business, Economics, or Finance
- CAFM designation or ACAF certificate, or currently enrolled in a CPA PEP or CAFM program
- Minimum of two years of experience in a finance or accounting role, preferably in the public or non-profit sector



- Experience at an Indigenous organization is an asset, but not required
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MINIMUM REQUIRED COMPETENCIES

- Good business acumen
 - Proficient in financial modelling techniques
 - Skilled in data collection and compilation
 - Proven work experience in a quantitatively-heavy role
 - Fluent with Excel formulas and functions
 - Strong quantitative and analytical competency
 - Highly developed critical thinking skills for decisions and creative problem solving
 - Self-starter with excellent interpersonal communication and problem-solving skills
 - Capable of multitasking with the ability to meet tight deadlines, with accuracy in detailed work
 - Ability to work independently and collaboratively under minimal supervision
 - Sensitivity to the historical and systemic impacts on Indigenous families and communities from intergenerational trauma due to colonialism, residential school history, the sixties scoop, and association with the child welfare system
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APPLY NOW

- Apply now on our website [[click here to apply](#)]
- Complete the application form on our website, attach your cover letter and resume
- We thank all candidates for their interest, but only those selected for screening will be contacted
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry