

The **Royal BC Museum** sits on the Traditional Territory of the Lekwungen (Songhees) and Xwsepsum (Esquimalt) Peoples. The museum and archives explore the province's human history and natural history, advances new knowledge and understanding of BC, and provides a dynamic forum for discussion and a place for reflection. The Royal BC Museum celebrates culture and history, telling the stories of BC in ways that enlighten, stimulate and inspire. The museum is a hub of community connections in BC.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer please advise Human Resources if any accommodations are required to assist you to ensure equitable participation in this hiring process.



CAREER OPPORTUNITY

Financial Analyst, CRB FO18,

Salary: \$56,032- \$63,565

Royal British Columbia Museum

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Government has begun planning for and implementing a capital project to modernize and renew the museum and archives to preserve, protect, and provide better access to the human and natural history collections of British Columbia. The Museum and the Ministry of Tourism, Arts, Culture and Sport are working together to develop the modernization program which includes a new Collections and Research Building in Colwood.

This unit is responsible for the implementation of major and complex accommodation and property development projects which may use the expertise of private sector project managers, architects, engineers, specialist consultants and contractors.

The Financial Analyst is responsible for analyzing and developing forecasts, and recommending options to maximize resource utilization for the Modernization Project Team ; developing financial management reports and spreadsheets to track and monitor budgets, commitments and expenditures, ensuring accuracy and completeness of information, and identifying and resolving variances; providing monthly financial reports which include key metrics, financial results and variance reporting to the Project Director, Modernization Project Team, project partners and the Executive Financial Officer.

Reporting to the Head of Finance, the Financial Analyst recommends budget reallocations, transfers and adjustments to achieve a balance between budget realities and the often competing needs of various project areas, researches and analyzes proposed changes to programs in order to identify and quantify financial impacts, provide advice and recommend viable solutions; develops and maintains financial controls and procedures; monitors operations for adherence to financial policies and to assess the effectiveness of internal controls; acts as a contract administrator, including advising staff regarding the contract management lifecycle, determining contracted goods/services requirements, drafting agreements, and monitoring contracts; monitors vendor contracts, including drafting new and/or modifications and is a primary point of contact for vendors. reviews contract proposals and awards for compliance with policies, procedures and accepted practices, coordinates and documents contract approval processes;

The Financial Analyst reviews contract proposals and awards for compliance with policies, procedures and accepted practices, coordinates and documents contract approval processes; coordinates the processing of accounts payable/receivable activities including ensuring compliance with financial policy and procedures, including data entry into the accounting

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system and project tracking systems for project contracts, purchase orders and invoices; builds and maintains relationships and communication with project partners, including Ministry and other crown corporations in relation to financial reporting and assists in the preparation of briefing notes, position/issue papers and the budget components of Treasury Board submissions to support decision-making processes.

This position requires Criminal Records Checks under the BC Public Service Screening Policy and the Criminal Records Review Act and all applicants must be legally entitled to work in Canada (have Canadian citizenship or permanent resident status).

On November 1, 2021 the BC Public Service announced the COVID-19 Vaccination Policy that defines the conditions and expectations for BC Public Service employees regarding vaccination against COVID-19. Among other possible measures, proof of vaccination will be required by November 22, 2021. It is a term of acceptance of employment that you agree to comply with all vaccination requirements that apply to the public service. More information can be found [here](#)

Please refer to the full job description and selection criteria to ensure your application addresses the areas we will be looking at when assessing suitability for this opportunity.

Preference may be given to those applicants who self-identify as Indigenous.

<https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/indigenous-applicant-advisory-service>

Please submit your application in pdf format by January 21, 2022 11:59 pm (PST) quoting competition RB2021:44 via email to:

humanresources@royalbcmuseum.bc.ca

POSITION DESCRIPTION

Royal BC Museum

POSITION TITLE:	FINANCIAL ANALYST CRB FO18	POSITION NUMBER(S):	130550
DIVISION:	Modernization Project		
DEPARTMENT:	Finance	UNIT	
SUPERVISOR'S TITLE:	Head of Finance	POSITION NUMBER	79158
SUPERVISOR'S CLASSIFICATION:	Band 4	PHONE NUMBER:	250-886-2073
FOR AGENCY USE ONLY		NOC CODE:	
APPROVED CLASSIFICATION:		CLASS CODE:	
APPROVED BY:		PHONE NUMBER:	

ORGANIZATION OVERVIEW

The Royal BC Museum is one of Canada's great cultural treasures. Our collections, research and presentations enable us to tell the stories of BC in ways that enlighten, stimulate and inspire. By exploring our human history and natural history, the Royal BC Museum advances new knowledge and understanding of BC, and provides for a dynamic forum for discussion and a place for reflection.

We have over 7 million objects and specimens and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. Through research and learning, we strive to broaden understanding about our province and inspire curiosity and wonder. We are passionate about sharing British Columbia's story with the millions of visitors who walk through our doors and explore our website each year.

DEPARTMENT OVERVIEW

Government has begun planning for and implementing a capital project to modernize and renew the museum and archives to preserve, protect, and provide better access to the human and natural history collections of British Columbia. The Museum and the Ministry of Tourism, Arts, Culture and Sport are working together to develop the modernization program which includes a new Collections and Research Building in Colwood.

This unit is responsible for the implementation of major and complex accommodation and property development projects which may use the expertise of private sector project managers, architects, engineers, specialist consultants and contractors.

PURPOSE OF POSITION

To provide financial analyst services for the Modernization Projects. This includes providing analytical, forecasting, and reporting to support the Project Director and Modernization Project Team.

INSTITUTIONAL RESPONSIBILITIES

- Support the Museum's mission, vision, values and core commitment to being user-centred, supporting indigenous voices, and embedding institutional relevancy for the future.
- Contribute to and support the Museum's strategic plan, annual priorities and institutional initiatives such as diversity advancement.
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity and community engagement.
- Promote the museum's positive response to UNDRIP, TRC, DRIPA and the Task Force Report.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Required:

- Analyzes and develops forecasts, recommends options to maximize resource utilization for the Modernization Project Team.
- Develops financial management reports and spreadsheets to track and monitor budgets, commitments and expenditures, ensure accuracy and completeness of information, and identify and resolve variances.
- Provision of monthly financial reports which include key metrics, financial results and variance reporting to the Project Director, Modernization Project Team, project partners and the Executive Financial Officer.
- Recommends budget reallocations, transfers and adjustments to achieve a balance between budget realities and the often competing needs of various project areas.
- Researches and analyzes proposed changes to programs in order to identify and quantify financial impacts, provide advice and recommend viable solutions.
- Develops and maintains financial controls and procedures.
- Monitors operations for adherence to financial policies and to assess the effectiveness of internal controls.
- Acts as a contract administrator, including advising staff regarding the contract management lifecycle, determining contracted goods/services requirements, drafting agreements, and monitoring contracts.
- Monitor vendor contracts, including drafting new and/or modifications and be primary point of contact for vendors.
- Reviews contract proposals and awards for compliance with policies, procedures and accepted practices, coordinates and documents contract approval processes.

- Coordinates the processing of accounts payable/receivable activities including ensuring compliance with financial policy and procedures, including data entry into the accounting system and project tracking systems for project contracts, purchase orders and invoices.
- Build and maintain relationships and communication with project partners, including Ministry and other crown corporations in relation to financial reporting.
- Assists in the preparation of briefing notes, position/issue papers and the budget components of Treasury Board submissions to support decision-making processes.

FINANCIAL RESPONSIBILITY

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DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

TOOLS / EQUIPMENT

Operates in a standard office computer environment using MS Office. Required to use the following software programs: Great Plans financial software
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VALUES – Every employee is expected to demonstrate the following values during the course of their work

Accountability, Community, Creativity, Diversity, Partnership, Service
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WORKING CONDITIONS

The Royal BC Museum is open every day of the year, except Christmas Day and New Year's Day. As a result, work schedules vary for every department. The majority of full-time union employees are on a 'flexible schedule' where employees schedule their work based on operational requirements for a total of 70 hours each bi-weekly period and at no more than 10 hours per day.

INCUMBENT

NAME:	DATE:	I have read and understand this job description
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EXCLUDED MANAGER AUTHORIZATION

I confirm that: <ol style="list-style-type: none">1. the accountabilities / deliverables were assigned to this position effective: December 21, 2021.2. the information in this position description reflects the actual work performed.3. a copy has / will be provided to the incumbent(s).		
NAME: Marcus Barthropp	SIGNATURE:	DATE:

SELECTION CRITERIA

Experience, Education and Training Requirements (Screening Criteria)

- Diploma in the field of financial management, such as Level 1 or 2 of the Financial Management Certificate Program, or CA/CMA/CGA, or equivalent.
- Experience in conducting financial forecasts and analysis and in supporting budget evaluation processes for multiple business areas.
- Experience analyzing financial and accounting statements and recommending reallocations.
- Experience developing financial statements and reports.

Essential Knowledge (Assessment Criteria)

- Working knowledge of accounting principles.

Essential Skills and Abilities (Assessment Criteria)

- Strong organizational, time management and client service abilities.

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the Royal BC Museum (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).

- **BEHAVIOURAL COMPETENCIES Business Acumen** is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
- **Managing Organizational Resources** is the ability to understand and effectively manage organizational resources (e.g. People, materials, assets, budgets). This is demonstrated through measurement, planning and control of resources to maximize results. It requires an evaluation of qualitative (e.g., client satisfaction) and quantitative (e.g., service costs) needs.
- **Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes, and generate solutions.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.
- **Self-Discovery and Awareness** means understanding one's thoughts, feelings, values, and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.