

Job Description/Specification

Identification	J0302	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Senior Accountant - Financial Planning, Analysis and Grants	FORMER TITLE/DEPARTMENT: Co-ordinator, Budgets and Grants
DIVISION/DEPARTMENT:	FAS	PAY GRADE: 6
SUPERVISOR'S TITLE:	Treasurer/CFO	DATE APPROVED: July 18, 2018

Function and purpose (a)

The Senior Accountant – Financial Planning, Analysis and Grants (FPAG) is responsible for the co-ordination of the planning, developing and monitoring of the BCTF's annual operating and capital budgets. Under the general direction and reporting to the Treasurer/CFO, the Senior Accountant, FPAG interacts with all program co-ordinators and directors to support budget preparation, and to provide key financial information and analysis to support the BCTF's budget management process.

In addition, the Senior Accountant, FPAG assists in providing financial analysis and monitoring of BCTF's financial results; maintaining and enhancing the related processes and tools . The Senior Accountant, FPAG is also responsible for the coordination of BCTF grants to locals, which includes interacting with locals to assist with their BCTF grant applications.

Principal duties and responsibilities (a)

1. Co-ordinates preparation and monitoring of the Federation budget by:
 - Co-ordinating the budget preparation and monitoring process
 - Developing and maintaining budget systems and associated records in accordance with accepted accounting practices.
 - Maintaining an awareness of related policy and procedures, ensuring timely compliance by staff and recommending changes and improvements to the budget development process through the Treasurer/CFO.
 - Co-ordinating the preparation and distribution of information necessary for the creation of budget components, developing and overseeing a timetable for submission of information from directors, excluded staff and program co-ordinators.

- Developing and maintaining both manual and electronic documentation and record keeping procedures which enable the monitoring of the budget process and the generation of reports and summaries as required.
 - Compiling and distributing documentation and monitoring procedures related to the budget approval process to ensure compliance with Federation policy and approved accounting practices.
 - Serving as a resource person to the directors, management, program co-ordinators, full-time table officers, the Executive Committee and Representative Assembly on budget development and approval.
 - Liaising with the Accounting Department to ensure compatibility of budget related documentation and procedures.
 - As directed, prepares cost estimates for budget initiatives such as new programs.
 - Advising the Treasurer/CFO on budget matters.
2. Provides financial analysis and budget monitoring of the Federation by:
- Maintaining systems to collect, monitor and analyse budgets and financial data.
 - Assisting the Treasurer/CFO with the reviewing of monthly and quarterly financial results: identifying key trends, drivers, and variances; measures financial results against budget and forecasts.
 - Assisting the Treasurer/CFO with financial analysis in accordance with accepted accounting practices.
 - Providing support related to budgets and budget monitoring to program coordinators and directors as required.
 - Assisting the Treasurer/CFO with the analysis and reporting of financial results to the Executive Committee, Finance Committee, Representative Assembly and AGM.
 - Assisting with the monitoring and analysis of the Federation's cash resources of its various funds.
 - Updating and maintaining financial forecast models.
 - Providing cost estimates for resolutions being submitted to the Representative Assemblies and AGM.
 - Other financial analysis as required.
3. Administers the awarding of Federation grants by:
- Developing or assisting in the development of changes to grant policies and/or procedures especially in terms of financial implications for the Federation.
 - Processing various grants to locals ensuring the criteria for the grant have been met, the supporting documentation is adequate and that the process is administered consistently.
 - Advising locals about grants, authorizing payments, maintaining budget control and payment records.
 - Attending Executive Committee and other meetings to answer questions and to advise on grant applications, policies and concerns.
 - Developing and maintaining both manual and electronic data management systems.

- Preparing special grant requests for consideration by the Executive Committee.
 - Advising the Treasurer/CFO on grant matters.
4. Provides budget and grant policy training, including developing training material, to various groups as directed.
 5. Co-ordinates, prepares and monitors the annual salary forecast and FTE for budget purposes.
 6. Reviews reports and resolves inconsistencies in the monthly salary allocations/labour distributions and ensures that data is posted into the GL.
 7. Co-ordinates charges and payments in accordance with approved policies, and monitoring of the Collective Bargaining Defence Fund and Contingency Funds in years these funds are used.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

More than five years of experience in a senior position in the finance/accounting department of a large organization in the not for profit sector with senior responsibility for the organization's budget. Extensive knowledge of development and analysis of operating and capital budgets, including budget control and monitoring systems. A thorough understanding of development of financial policies and procedures to monitor revenues and expenditures, in alignment with generally accepted practices in a not for profit environment. Experience with forecasting and reporting tools. Strong analytical, problem solving and decision-making skills to evaluate alternatives and provide recommendations. Ability to multi-task; strong attention to detail and follow-through; ability to manage and direct multiple activities and priorities to meet tight deadlines. High level skills in the development and maintenance of spreadsheets. Experience with a variety of automated accounting systems. Demonstrated experience in financial statement preparation and analysis. Ability to perform with minimum direction. Proven ability to interact with and problem solve with senior levels of management and with organizational clients (members). Experience in presenting reports to large audiences. Excellent verbal and written communication skills.

Education and training (c)

University degree

Licences and certificates (c)

Professional accounting designation.

Environment (g)

Physical/emotional environment limited to the conditions normally associated with office clerical work such as communication skills, equipment operating dexterity and scheduling pressures.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships with all levels of Federation staff to transmit and exchange information and data and to clarify information and instruct staff in the preparation of information related to budgets, grants and strike pay.

Contacts and relationships with persons external to the Federation office involve Executive Committee members, local presidents and local representatives requiring the exchange and clarification of information and interpretation of Federation policy.

The explanation and clarification of information provided is a major consideration of the job and requires tact and diplomacy.

Poor handling could have a marked effect on good relations, good will, and BCTF reputation and prestige.

Machines, equipment and work aids used

Calculator, telephone, computer terminal, policies and procedures related to grants, budgets, etc.

Positions supervised (e)

None.

Physical and/or mental effort (f)

Required to deal with sensitive and confidential issues with members, senior staff and elected officers. Tight deadlines. Weekend and evening meeting attendance occasionally required.

Working conditions (g)

No excessively disagreeable or undesirable elements are present with the work.

Date

Incumbent

Supervisor

J0302

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B0600.J0408.10 MAR 83

B0601.J0457.14 NOV 85

B0701.J0291.02 MAR 89