



POSITION DESCRIPTION

POSITION TITLE: Business & Finance Analyst

DEPARTMENT: Finance

CLASSIFICATION: Management

APPROVED BY: Regional Lead – Corporate Services & Chief Financial Officer

UNION: Out of Scope

DATE APPROVED: August 10, 2023

REPORTING RELATIONSHIPS

POSITION REPORTS TO: DIRECTOR – FINANCIAL PLANNING

POSITIONS SUPERVISED: JUNIOR ACCOUNTANTS

POSITION PURPOSE

Reporting to the Director– Financial Planning, the Business & Finance Analyst is responsible for the timely and accurate completion of budgets, monthly financial and statistical reports, completion of ongoing variance analysis and analytical review with site and program managers, proactive issue resolution, adherence to deadlines and general support for the business office administration of the hospitals, personal care homes, and regional programs assigned to the position. The Business & Finance Analyst is part of the Finance Leadership Team, and will have an active role in determining and implementing regional finance priorities within this team.

The incumbent will exercise the appropriate high level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Works collaboratively with the Regional Leads, Directors, Managers, Leads and other leaders on a regular basis to support the economic, efficient and effective stewardship of resources.
- In cooperation with the Site/Program Director/Manager/Lead, coordinates the work assignments of site business office staff to ensure objectives are met.
- Develops and implement relevant management reports.

- Conducts regular variance analysis and analytical reviews of operations to help ensure management objectives of economy, efficiency and effectiveness are attained.
- Coordinates the annual budget processes for the assigned area and programs.
- Coordinates the audit processes for the assigned area and programs.
- Responds to inquiries from external agencies in a timely manner.
- Mentors and supports business office staff in financial and accounting matters.
- Supports the Finance Leadership Team in development and implementation of financial policies, procedures and controls to ensure all financial and statistical information is recorded and reported in accordance with Generally Accepted Accounting Principles and directives from Manitoba Health.
- Ensures that financial and statistical information is complete, properly classified, appropriately valued, timely and accurate.
- Reviews the addition of new general ledger account codes, ensuring existing financial reports are updated appropriately and are communicated to business office staff.
- Performs other duties as assigned
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. [To be defined](#)
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Preference given to those with a CPA (Canada) designation.
- Presently enrolled or pursuing a CPA (Canada) designation
- An equivalent combination of education and experience may be considered.

REQUIRED KNOWLEDGE:

- Proficient with Microsoft office productivity tools, including Excel, Access and Word.

EXPERIENCE REQUIRED:

- Experience with computerized accounting systems.
- Finance and budgeting experience essential.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Excellent communications skills
 - Ability to analyze financial and statistical information
 - Ability to supervise and lead staff
 - Ability to meet deadlines
 - Intermediate to Advanced level Excel
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset
 - Proficiency of both official languages is essential for target and designated bilingual positions
 - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
 - Demonstrated ability to meet the physical and mental demands of the job
 - Good work and attendance record
 - Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
 - Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00
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WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions
 - May work occasionally evenings and weekends as necessary
 - Will be required to travel to other regional facilities as the position duties may require
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SALARY SCALE:

As per non-union/Management compensation program

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.