

# Senior Financial and Budget Analyst - Academics

## Office of the Provost

### Regular, Full-time

Posting #24-015EM SWA

### Purpose

Reporting to the Vice-President Academic and Provost, the Senior Financial and Budget Analyst is responsible for providing budget and planning leadership and guidance to the functional areas reporting to the Vice-President Academic and Provost. The Senior Financial Analyst collaborates with many University colleagues and offices, especially unit leaders, and Finance and Administration to create, support, and implement an effective academic budget and resource planning model.

### Responsibilities

Duties include but are not limited to:

- Supporting the strategic operational and financial activities of the Vice President Academic and Provost office;
- Working closely with the senior leaders of the Provost's office on planning, monitoring, budgeting, and reporting financials;
- Coordinating data collection, monitoring, and reporting across Academic and non-Academic units;
- Ensuring financial support for digital infrastructure, resources, and optimization across the University;
- Sourcing necessary financials for the development, implementation, and monitoring of programs throughout the University;
- Collaborating with the finance department, leadership, and administrators to support implementation and resourcing of the University's long-term strategic plan;
- Ensuring the efficient and effective strategic stewardship of financial resources by budget owners, ensuring financial efficiency and collaboration to ensure ongoing fiscal health of the Academic programs and related support areas;
- Implementing and supporting units in quarterly and annual goal setting, metrics, and reporting;
- Supporting Academic units in developing financial action plans;
- Participating in Annual relevant professional development to ensure currency with emerging technology, trends, best practice, and effective processes in the post-secondary sector;
- Ensuring active communication with all collaborators engaged in planning initiatives;
- Ensuring a continuous improvement methodology for the Academic budget and planning processes to support the University's strategic planning approach;
- Supporting Academic units in preparing multi-year plans, forecasts and analysis regarding financial, enrolment and complement planning;
- Ensuring the relevant training is provided and coordinated across units to optimize use of the financial system and other technological tools for budgeting and planning; and
- Coordinating with IT and other units to ensure alignment of all digital infrastructure including timely upgrades and training, and effective financial onboarding training.

## Qualifications

The successful candidate will possess an undergraduate degree in Business/Commerce or related field, and at least 5 years of experience in a management role in a post-secondary education institution (or comparable environment). A relevant financial/accounting certification (e.g., CPA) is required. A Master's Degree would be a valuable asset. An equivalent combination of education and experience may be considered.

The successful candidate will also possess the following qualifications:

- Understanding of post-secondary education or similar environment;
- Demonstrated experience in strategic planning, change leadership, and policy and program development and implementation;
- Experience utilizing an enterprise-wide financial system;
- Demonstrated knowledge of best practice budget and administrative policies;
- Demonstrated ability to clearly convey budgetary, accounting, financial, and other technical concepts to senior management and executive as well as colleagues, both verbally and in writing;
- A high level of discretion and confidentiality as this position will participate in senior level meetings to provide information, analysis, and decision-making support;
- Demonstrated ability to clearly convey budgetary, accounting, financial, and other technical concepts to senior management and executive as well as colleagues, both verbally and in writing;
- Strong organizational skills;
- Ability to think strategically, weigh risks, and apply sound judgment to decision making and problem solving to establish priorities, manage multiple demands, and meet deadlines;
- Ability to work independently and professionally, requiring initiative and the ability to lead in challenging and sensitive situations;
- Ability to keep a 'big picture' perspective while maintaining attention to detail;
- A high level of discretion and confidentiality as this position will participate in senior level meetings to provide information, analysis, and decision-making support;
- Demonstrated ability to work within team-based environments;
- Strong interpersonal skills and relationship building abilities as this position has to work with people across the university at varying levels;
- Strong computer application skills (data extraction, cleansing and transformation), including extensive work with relational databases and quantitative analysis; and
- Expert in the use of Microsoft Excel and other financial software.

## Salary

The anticipated starting salary range for this position is \$80,000.00 to \$85,000.00 per annum. The salary for this position will be determined with consideration of the successful candidate's relevant education, skills and experience.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities, and relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>.

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday. Flexibility in work schedule is expected for attendance at events, meetings, presentations, and to oversee staff and activities.



## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.



Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [wellbeing@unbc.ca](mailto:wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education quoting competition #24-015EM SWA to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until the position is filled.**

