



Financial Analyst (Contract, Full Time)

ABOUT THE POSITION

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!



The Financial Analyst is responsible for coordinating the annual training plan process and budget for public and non-public training providers and helping to guide ITA funding decisions concerning training delivery. The Analyst will also work closely with the Strategy & Performance Team in the mining of ITA data to support training plan investment decisions and program design discussions

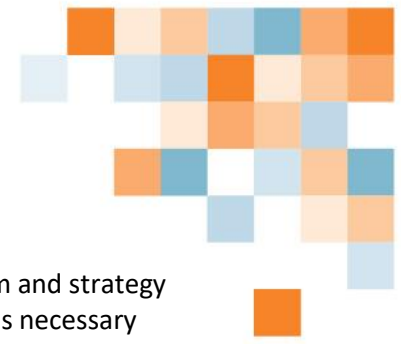
This is a full time, temporary maternity leave replacement for approximately 18 months.

Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca.

RESPONSIBILITIES/ACCOUNTABILITIES

Portfolio Management

- Review training plan submissions from all funded training providers against projected system demand
- Analyzing program utilization and past training provider performance
- Review and incorporate historical trends, future demand data, regional issues, training strategies and SAG input
- Analyze training plans for each training provider to understand the programs, seats & intakes requested, and the cost per seat to ITA, in accordance with the ITA's funding framework
- Monitor the approved training delivery system to ensure ITA's investment in training delivery is utilized to the fullest extent
- Make any necessary changes within the terms of the training agreements
- Participate in meetings and conference calls with public and non-public training providers to support training delivery, and help determine solutions to funding issues
- Support the development and review of different funding frameworks to incent various training strategies



- Prepare ad hoc reports related to training investment for government, program and strategy changes, special projects, SAGs, training providers, and external stakeholders as necessary
- Assist with other financial and analytical duties relevant to training delivery as necessary
- Public Training Providers
 - Provide financial information to generate monthly EFT payments
 - Conduct mid-year and annual reconciliation processes comparing planned versus actual training delivery during the current fiscal year. Use the results of the reconciliation processes to adjust funding payments to the training providers as appropriate
- Non-Public Training Providers
 - Provide financial information to generate and/or update Master Services Agreements
 - Confirm apprentice eligibility for payment of non-public training provider invoices

Financial Management

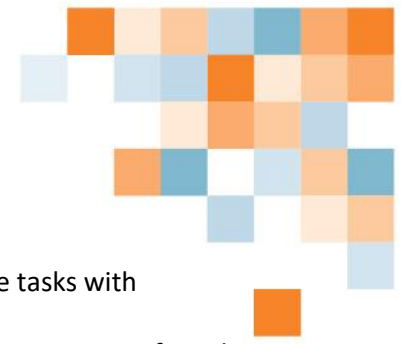
- Provide guidance and input to the department's annual budget submission
- Review monthly spending to ensure costs are accurately captured and reported as they occur
- Update annual spending forecasts; communicate changes with Finance department to ensure accurate budget projections
- Monitor training plan budgets and spend throughout the year; forecast potential funding overages/shortages to identify areas requiring more/fewer resources
- Support Finance year-end processes by estimating any outstanding costs that have yet to be reported

Project Support

- Provide expertise and input to project teams regarding training investment, and impacts to training providers or ITA resulting from project decisions
- Internal Projects
 - Support the assessment of user needs to ensure end result addresses identified problem
 - Provide cost estimates for proposed initiatives
 - Provide departmental insight on organizational impact of adopting and implementing proposed action
 - Support design of reports/dashboards for internal stakeholders
- External Projects
 - Support external stakeholders throughout duration of project
 - Answer any costing or financial questions associated with the project
 - Participate in periodic meetings to track progress and cost of project

EDUCATION/EXPERIENCE

- Minimum 3 years experience in detailed and complex financial analysis role
- Post degree in business/commerce. Combination of education and experience may be considered
- Professional accounting designation preferred
- Strong ability to work with large amount of data and conduct financial analysis to create reports and summaries that effectively communicate information
- Superior and advanced level Excel skills



- Excellent organizational and project management skills, with ability to lead multiple tasks with competing priorities
- Previous experience within public sector, public education or trades training environment is preferred
- Experience within trades training systems and/or public post secondary education system would be an asset

WHO WE ARE

The **Industry Training Authority (ITA)** is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.

COMPENSATION AND BENEFITS

Salary Band 5: \$74,550 – \$95,668

The ITA offers a highly competitive benefits package and perks which include:

- Healthy Living Program
- Extensive Extended Health and Dental Plans that are 100% employer paid
- Eligible for pension contributions
- Professional Development Plan

HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca. All applicants will receive an emailed response confirming receipt of their resume submission.

We kindly ask that applications be sent by email, and we ask for no phone calls and/or in-person applications. Due to a high number of applications the ITA receives, only applicants who are selected for an interview will be contacted.

ITA is committed to providing a healthy and safe environment for all its employees and recruitment candidates. Effective November 29, 2021, ITA will implement its Mandatory Vaccination Policy for staff to help prevent the spread of COVID-19. This requirement will be extended those visiting our offices. ITA will continue its obligation to review accommodation requests from staff who are unable to receive the vaccine. We sincerely thank all applicants for their interest to join ITA.