

Director of Finance & Administration

Unit: Finance & Administration

Location: Victoria, BC

Supervisor's Title: Chief Operating Officer

Approved Classification: Excluded, Level 3

Who we are and what we stand for

Consumer Protection BC is a not-for-profit regulator responsible for overseeing certain sectors and specific types of consumer transactions. Our vision is a province where all citizens of BC are empowered in their transactions because of rigorous and consistent business compliance and the provision of information.

We are a small team of dedicated and passionate individuals who champion our corporate values of curiosity, integrity and impact. These employee-chosen values guide the delivery of our services and can be seen in our daily work. We are an equal opportunity employer and workplace, where all individuals are supported in a safe environment that is committed to continuous learning.

What you will be doing

The Director of Finance & Administration is the key financial position within the organization, and is responsible for planning, implementing, managing and controlling all financial and administrative related activities. Accountable for developing the annual budget, preparing monthly financial statements and coordinating the annual audit, the Director provides in-depth financial and risk analysis and continually develops, assess and improves policies and procedures to enhance operational effectiveness. The Director is responsible for supervising one staff member and has considerable freedom to make recommendations and/or decisions and is accountable for resulting impacts to the organization.

Specifically, the Director will:

- Manage all financial activities including banking, investment, debt issuance and liquidity management. Ensure that strategies comply with relevant statutes, regulations, and internal policies.
- Provide comprehensive accounting for existing revenue streams, establish cash controls and forecast revenue and expenditures. Ensure adequate controls are installed and substantiated documentation is available such that all revenues and expenditures may pass independent and government audits.
- Develop and implement financial policies and procedures in accordance with related Acts and regulations to ensure the Authority meets required standards and ensuring the integrity, adequacy and accuracy of the financial management function.
- Assess potential new revenue streams with Leadership and manage the development of a balanced fee structure to recover costs of doing business related to services provided.

- Provide accounting, financial operation, contract management and financial reporting services and systems. Ensure effective development, use and control of financial resources, including responsibility for long-range plans, budgets, financial reviews and control systems.
- Develop and prepare the annual and multi-year operating, capital and trust fund budgets based on historical information, future direction and Business Plan goals.
- Investigate and develop procedures for new accounting initiatives (e.g., amendments to financial statements to ensure standards are implemented correctly).
- Prepare and deliver monthly and quarterly financial statements, analysis reports and various other documents to the Finance & Audit Committee and Board of Directors to ensure business needs are met and risks are identified and mitigated.
- Create monthly revenue and expenditure calendarization patterns, investigate significant variances and recommend to Leadership an appropriate course of action.
- Actively participate in the Fee Review process, including analyzing cost recovery levels and recommending fee and license adjustments as operationally required.
- Identify and investigate areas of financial concerns (e.g., major surpluses/deficits, contract breaches, etc.) and recommend corrective action.
- Analyze, interpret and summarize Consumer Protection BC's financial position for leadership review, identifying potential areas of concern and remedial action. Analysis may include annual and multi-year forecasts, trending, interpretive reviews, status of cost pressures/savings, variance explanations for year-to-date performance compared to calendarization, resource allocations, program area, and group account classification.
- Manage complete external audit processes, including accurately preparing year-end schedules and working papers and liaising with audit staff to ensure information is provided in an orderly fashion.
- Apply the standards of reporting for non-profit organizations issued by the Canadian Institute of Chartered Accountants (CICA) Handbook.
- Regularly plan, research and develop an effective financial policy and procedure framework to ensure strong financial control environment.
- Review complex financial and capital transactions and recommends and implements appropriate accounting treatment in accordance with current GAAP.
- Complete payroll processes including bi-weekly payroll submissions, external payroll remittances and year-end processes using Payworks payroll software.
- Supervise the Finance & Administration Officer role.
- Other duties as assigned.

Who you will be working with

The Director is expected to build positive relationships with:

- **Leadership Team:** Provides direction/advice, recommends policies and procedures, and identifies policy, administrative, legal and operational areas of concern.
- **Supervisor:** Collaborates openly, seeks input and provides regular updates on work.

- **External Contractors and Third-Party Services:** Engage in consulting contracts and directs the work of such consultants. Manages third-party services for various programs and related projects.
- **Other departments:** Collaborates and communicates openly with other Consumer Protection BC departments, holding our values of curiosity, integrity and impact in mind.

Organizational Chart



What you should know

This role has unique working conditions and special requirements you should be aware of:

- Some travel and work outside of normal hours of operation may be required.
- Required to complete a criminal record check.
- Required to sign and adhere to Consumer Protection BC's Standards of Conduct.

What we are looking for

Education & Experience

- Chartered Professional Accountant (CPA) designation required.
- Comprehensive experience in full cycle accounting and auditing processes, demonstrated by several year's working experience.
- Comprehensive experience in budgetary analysis methods and financial information systems, analyzing and evaluating program commitment, analyzing revenue and expenditure data and identifying variances from an approved budget.
- Experience working in a public-sector or regulatory agency considered an asset.

Knowledge, Skills & Abilities

- Thorough knowledge and application of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Strong knowledge and demonstrated experience of budgetary analysis methods as well as monitoring, forecasting and reporting financial information.
- High computer literacy, including effective working skills in Office365 environments using Excel, PowerBI and Adobe and various internal systems.
- Ability to understand and effectively manage organizational resources.
- Ability to exercise tact and deal objectively with sensitive, confidential or polarized issues.
- Ability to research, compile and analyze data from various sources for complex reports and recommendations.

- Excellent communication (written, oral and presentation) to work effectively with internal and external interest holders.
- Ability to interpret and apply legislation, policies and collective agreements.

Values & Competencies

Our corporate values guide the delivery of our services and our everyday work and behaviour:

- **Curiosity:** We seek out information in a fair and balanced approach. We create space for continuous learning and diverse perspectives.
- **Integrity:** We take ownership of and responsibility for our work. We treat others with respect and dignity.
- **Impact:** We empower others by providing resources and education. We strive to make a positive difference.

Our core competencies, those we expect every person at Consumer Protection BC to hold, are:

- **Teamwork:** The ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals.
- **Listening, Understanding & Responding:** The ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others.
- **Service Orientation:** The desire to identify and serve others, who may include the public, colleagues, other organizations and government.

Position competencies, those we expect the successful candidate in this role to hold, are:

- **Confidentiality:** Commitment to handling personal information and corporate documents with the utmost of care and confidentiality. Desire to demonstrate sound corporate and personal ethics and support cascading of values throughout the organization.
- **Organizational Awareness:** Understands the structure and culture of the organization and how it impacts their work.
- **Analytical Thinking:** Ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues.
- **Managing Resources:** Understands and effectively manages organizational resources (e.g., people, materials, assets, budgets) through measurement, planning and control of resources to maximize results.
- **Planning, Organizing & Coordinating:** Proactively planning, establishing priorities and allocating resources by developing and implementing increasingly complex plans, monitoring and adjusting work to accomplish goals, and delivering on the mandate.
- **Initiative:** Identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities.
- **Flexibility:** Ability to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups.