

 <p>NORTHERN HEALTH REGION</p>	<i>Job Description</i>					
	Site:	Thompson / Flin Flon				
	Department:	Finance				
	Reports to:	Director, Finance				
	Code #:	JD-04-020	Employee Group:	OOS	WS#: (FAC)	NA
	Issue Date:	March 2014		Last Edit Date:	February 4, 2019	
	Job Title:	Financial Analyst				

Summary:	<p>The Financial Analyst coordinates the monthly financial and statistical reports in an orderly fashion. Completes ongoing analytical reviews, resolves issues proactively, adheres to deadlines and provides general support for the Finance office administration of the region. Exercises initiative and independent judgment in determining work priorities.</p> <p>The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person, Child Abuse Registry Check and Adult Abuse Registry Check, and adhere to all Northern Health Region policies and procedures.</p>
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Competencies / Requirements:	
Degrees, Certificates and Licenses:	<ul style="list-style-type: none"> • Grade 12 education or equivalent • Accounting designation preferred (Business Administration Diploma and experience may be considered) • Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the region year round
Knowledge:	<ul style="list-style-type: none"> • Minimum three (3) years finance office experience (i.e. accounts payable, accounts receivable, payroll, general ledger, budget preparation, reconciliation, forecasting, and variance analysis) • Excellent knowledge of Windows based programs (Microsoft Excel, Access Word, Outlook) and Internet • Experience with computerized accounting systems, preferably Great Plains • Experience with more complex functions of Excel spreadsheets
Skills:	<ul style="list-style-type: none"> • Effective written and verbal communication skills • Ability to speak Cree an asset • Proven strong organizational skills and the ability to work independently • Ability to make decisions and demonstrate analytical and problem-solving skills • Ability to prioritize and work well with time-sensitive materials • Demonstrates conflict resolution skills • Demonstrates interpersonal skills through clear communication and positive behavior • Ability to respect and promote a culturally diverse population • Ability to work effectively in a multi-disciplinary team and demonstrated team building skills

Duties:	<ol style="list-style-type: none"> 1. Advocates on behalf of the Northern Health Region as a whole 2. Promotes safety and health in the workplace 3. Contributes to a culture of client and staff safety 4. Works collaboratively with the Financial Coordinator, VP Corporate Services & CFO, Director of Finance, Director of Corporate and Business Services, Other Financial Analysts and Managers on a regular basis to support the economic, efficient and effective stewardship of resources 5. Assists in the development and implementation of relevant management reports 6. Assists in coordinating the annual budget processes for the region 7. Assists in coordinating the audit processes, for the region 8. Supports in the review of new general ledger accounts codes, ensuring existing financials reports are updated appropriately and are communicated to the Finance office staff 9. Ensures effective communication within the department and the organization 10. Ensures Continuous Quality Improvement 11. Demonstrates professionalism within the Code of Conduct 12. Demonstrates Leadership Qualities 13. Ability to recognize and pursue self-development opportunities 14. Assists with training new staff as required
Working Conditions:	<ul style="list-style-type: none"> • Primary day shift, Monday to Friday • Manual dexterity required to use desktop computer and peripherals • Travel, including gravel and winter roads and, where applicable, by small plane, within the Region year round • Some overtime required • Sitting for long periods
Decision Making:	<ul style="list-style-type: none"> • Making suggestions in strategic planning including re-organizing of services, goal setting and evaluation • Problem solving at a managerial level in change in service delivery, and budget requirements implementing a team approach where applicable • Must be receptive to a team approach in problem solving and process development • Prioritization of workload
Key Working Relationships:	<ul style="list-style-type: none"> • Financial Coordinator • VP Corporate Services and Chief Financial Officer • Director Of Finance • Director Of Corporate and Business Services • Other Financial Analysts • Managers • Regional Manager Payroll Payroll Officer • Accounting Assistants • Schedulers • NPTP
Direct Reports:	<ul style="list-style-type: none"> • None

It is understood that the duties and responsibilities contained in this job description are representative of those necessary to carry out the functions of the position, however they do not limit the incumbent from performing other related duties.

Approved By:

February 12, 2019

VP, Director or Manager

Date

Reviewed by Human Resources:

Wanda Reader

February 12, 2019

VP Human Resources & Chief HR Officer

Date



JOB DUTY ACTIVITIES FOR

FINANCIAL ANALYST
JD-04-020

Job Duties from Job Description	Performance Measures
1. Advocates on behalf of the Northern Health Region as a whole	1.1 Promotes the mission, vision, values and goals of the NHR 1.2 Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), NHR policies and any other applicable legislation 1.3 Adheres to all NHR policies 1.4 Maintains acceptable state if health in accordance with the Attendance Support & Assistance program (ASAP)
2. Promotes safety and health in the workplace	2.1 Takes care to protect own health and safety 2.2 Takes all precautions necessary to protect the safety and health of other workers 2.3 Understands and follows legislation and workplace safety and health requirements 2.4 Follows safe work practices 2.5 Uses appropriate safety devices 2.6 Reports incidents and unsafe acts and hazards 2.7 Cooperates with the Workplace Safety and Health Committee and Employer on safety and health issues 2.8 Complies with the Respectful Workplace Policy
3. Contributes to a culture of client and staff safety	3.1 Commits to client safety as a key professional value and an essential component of daily practice 3.2 Uses appropriate protective clothing/equipment 3.3 Integrates client and staff safety practices into daily activities 3.4 Understands client safety practices that reduce the risk of adverse events such as infection control, injury prevention, safe administration of medication, and risk awareness 3.5 Recognizes, responds, and reports adverse events and near misses
4. Works collaboratively with the Financial Coordinator, VP Corporate Services & CFO, Director Of Finance, Director Of Corporate and Business Services, Other Financial Analysts and Managers on a regular basis to support the economic, efficient and effective stewardship of resources	4.1 Assists in the preparation and presentation of financial documents and reports requested by managers as part of their management duties
5. Assists in the development and implementation of relevant management reports	5.1 Works to ensure timely preparation and submission of all key management reports, as well as assisting in the preparation of necessary reports required by various government agencies

	<p>5.2 Assists in mentoring and supporting finance office staff in financial and accounting matters to ensure all financial and statistical information is recorded and reported in accordance with Generally Accepted Accounting Principles and directives from Manitoba Health</p> <p>5.3 Ensures that financial and statistical information is complete, properly classified, appropriately valued, timely and accurate</p> <p>5.4 Acts as a team leader and mentor to Finance office staff to assist with data entry procedures to ensure compliance with NHR, Manitoba Health, and GAAP requirements and policies</p>
6. Assists in coordinating the annual budget processes for the region	<p>6.1 Ensures that finance, payroll and staff scheduling budgets are prepared</p> <p>6.2 Assists other managers with budget preparations and inquiries as required</p> <p>6.3 Assists with data entry as required</p>
7. Assists in coordinating the audit processes, for the region	<p>7.1 Supplies required documentation to auditors as requested</p>
8. Supports in the review of new general ledger accounts codes, ensuring existing financials reports are updated appropriately and are communicated to the Finance office staff	<p>8.1 Ensures that any changes to account codes in general ledger are communicated in a clear and professional manner so that there is a clear understanding of the changes</p>
9. Ensures effective communication within the department and the organization	<p>9.1 Communicates and consults with the Financial Team</p> <p>9.2 Ensures communication and response to inquiries are addressed in a timely and effective manner</p> <p>9.3 Communicates with department staff, individually and as a group to promote efficient functioning and high morale</p> <p>9.4 Communicates with other managers to achieve efficient functioning of all services</p> <p>9.5 Liaises with outside agencies as required</p>
10. Ensures Continuous Quality Improvement	<p>10.1 Participates in Accreditation process and committee activities</p> <p>10.2 Performs in a manner that minimizes risk and exposure to personal and/or corporate liability</p> <p>10.3 Embraces LEAN methodology</p>
11. Demonstrates Professionalism within the Code of Conduct	<p>11.1 Demonstrates the ability to accept and adjust to change</p> <p>11.2 Assumes responsibility for own actions</p> <p>11.3 Participates in Continuous Quality Improvement, surveys, and committee activities</p> <p>11.4 Appears professionally as described in NHR and department dress code policies</p> <p>11.5 Exhibits initiative in the work environment</p> <p>11.6 Reports for work as scheduled in a prompt manner</p>
12. Demonstrates Leadership Qualities	<p>12.1 Demonstrates leadership competencies as outlined in the NHR Leadership Competency Framework</p> <p>12.2 Leadership Competency Self-Assessment – Leading in</p>

	Place
13. Ability to recognize and pursue self- development opportunities	13.1 Reviews and keeps up to date with policies and procedures of the NHR 13.2 Completes Absorb mandatory courses as required 13.3 Attends required staff training sessions, in-service programs, or seminars as required 13.4 Maintains and updates skills and certification(s) as required 13.5 Maintains knowledge of new developments in departmental areas through journal review, interest groups, lectures and committee work 13.6 Uses self-evaluation, new learning, and evidence in professional development 13.7 Demonstrates commitment to continuing competence
14. Assists with training new staff as required	14.1 Participates in orientation of new staff as necessary 14.2 Provides guidance to learners as required