

Job Title	Financial Officer	Classification	Grid Level 14
Department	Financial Services	Date Updated	April 2026
Reports to	Accountability Supervisor		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Financial Services department supports the Legislative Assembly (Assembly) through the provision of advice and services on budgets, financial management and planning, accounting, reporting, policy, processes and controls, public disclosure of Members of the Legislative Assembly (MLA)'s compensation and expenses, and administrative procedure.

JOB SUMMARY

Reporting to the Accountability Supervisor, the Financial Officer is responsible for processing payments on behalf of constituency offices, reconciling expenses, reviewing redacted receipts, providing accounting and financial guidance to constituency assistants (CAs), preparing guides and training materials for MLAs and CAs, and assisting with the preparation of financial reports related to MLA compensation and expenses, constituency office expenses, committee expenses, and executive expenses. The Financial Officer also supports other financial operations process like accounts payable, accounts receivable, and other department related activities.

KEY RESPONSIBILITIES

- Provides excellent customer and support services to constituency offices, MLAs, and Assembly employees regarding financial processes, policies, and procedures.
- Reviews and processes invoices and reimbursements, ensuring accuracy, correct account coding, eligibility, authorization, and compliance with the *Members' Guide to Policy and Resources* and other policies.
- Reconciles financial records and MLA travel claims to accompanying receipts to ensure accuracy and completeness, and summarizes and reviews all redacted receipts related to constituency office and MLA travel expenses for quarterly MLA expense disclosure reports.
- Advises constituency staff and MLAs on policies, administrative procedures, and public disclosure processes.
- Prepares and reviews intercompany, reclassification, and correction journal entries for accurate accounting and budget allocation.
- Coordinates financial and administrative information for reports.

- Assists with month-end procedures by preparing journal entries, reconciliations, and financial reports for the financial service department.
- Obtains, verifies and assesses the accuracy of information, and processes, resolves or escalates issues.
- Assists in developing and implementing accounting standards, policies, and procedures to improve financial processes and systems.
- Develops and updates procedures for efficient constituency office operations and recommends improvements.
- Assists in training MLAs, constituency staff, and Assembly employees on the Assembly's workflow software, financial systems, and other financial procedures.
- Maintains departmental content on the Assembly's website and intranet.
- Coordinates financial audits and assists with audit preparations to ensure compliance with legislative requirements.
- Develops and manages financial reporting tools and templates to enhance reporting efficiency and accuracy.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Chief Financial Officer
 Director, Financial Services
 Financial Operations Manager
 Accountability Supervisor
Financial Officer

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in accounting, finance, or a related program, plus at least two years of accounting or financial experience, or an equivalent combination of education and experience.
- Experience communicating with clients and staff who have varying levels of financial and accounting acumen.
- Experience with an ERP system such as Workday is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Sound knowledge of administrative practices and procedures and general accounting principles and standards.
- Strong organizational skills with a high attention to detail.
- Excellent customer service, teamwork, and collaboration skills.
- Skilled in dealing with a diverse range of professionals in a proactive and confidential manner.
- Ability to build and maintain effective relationships and communicate clearly and effectively, both verbally and in writing.
- Ability to manage priorities and deadlines of multiple competing tasks and work well under pressure.
- Ability to manage a variety of situations, maintaining a high level of professionalism.
- Ability to be self-motivated, flexible, and adaptable to changes in processes and continuous improvement.

- Strong abilities when using various types of software including Microsoft Office, financial management systems and SharePoint.
- A high working standard and the ability to ensure all work performed is of high quality.
- Self-motivated, flexible and adaptable to changes in work processes and continuous process improvement.
- Ability to work effectively with a team in a fast-paced, deadline-driven environment.
- Ability to promote and positively represent the department at all times.