

Job Title	Financial Operations Manager	Classification	Band 4
Department	Financial Services	Date Updated	December 2025
Reports to	Director, Financial Services		

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 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 Director, Financial Services, the Financial Operations Manager (Manager) provides leadership and direction to the financial services operations team and departments in the implementation and coordination of financial processes and policies. The Manager is responsible for overseeing full transactional accounting processes, managing payables and receivables, and preparing annual financial statements. The Manager plays a key role in developing operational strategies to enhance workplace culture, drive innovation, and improve service excellence.

KEY RESPONSIBILITIES

- Leads the financial operations team in providing financial accounting services, guidance, and advice. Manages staff by providing proactive, supportive leadership by assigning work, guiding staff development, evaluating performance, managing leave, and addressing performance issues.
- Oversees and optimizes financial practices, systems, and internal controls to ensure full compliance with public sector legislation, regulatory requirements, and recognized best practices.
- Proactively identifies and leads process improvements and policy enhancements that strengthen accountability, transparency, operational efficiency, and stewardship of public funds.
- Leads the review, analysis and redesign of financial strategies, policies and processes with the aim of continuously improving integrated accounting systems and financial controls and ensuring the ongoing accuracy and timeliness of financial information.
- Directs the analysis and preparation of annual, monthly, quarterly and ad hoc financial statements and leads annual fiscal year-end reports in compliance with Public Sector Accounting Standards, serving as the primary contact for external auditors.

- Ensures timely and accurate reporting to central agencies, adhering to Office of the Comptroller General guidelines and Assembly policies, particularly for fiscal year end reporting.
- Guides continuous optimization of Workday financial modules, identifying opportunities to streamline workflows, strengthen controls, and improve the user experience across the organization.
- Develops and delivers training, guidance, and clear communications to departments, MLAs, and clients to support consistent understanding and application of financial policies and processes.
- Plays a key role in strengthening fraud risk management practices by upholding strong controls, participating in monitoring activities, and supporting responses to identified risks.
- Builds relationships across the Assembly, including a diverse range of senior leaders, to develop an understanding of the needs of the organization.
- Oversees end-to-end transactional processes for Assembly operations and constituency offices, guaranteeing accuracy in expense payments, MLA allowances, banking, and revenue processes.
- Organizes and reviews quarterly public disclosure of MLA, Committee, and Assembly expenses, ensuring accuracy and compliance.
- Prepares and reviews financial analyses and briefing materials for senior executives, aiding decision-making processes.
- Collaborates with the Financial Planning and Analysis Manager to establish capital reporting practices aligned with the asset management strategy.
- Provides timely and accurate financial information to Assembly leadership for annual budgets and reporting requirements.
- Resolves financial and policy concerns as they arise, supporting organizational objectives in a solution-focused and service-oriented manner.
- 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

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- A professional accounting designation (CPA) with at least five years of progressive experience in accounting, financial reporting, financial administration, and leadership, or an equivalent combination of relevant education and experience. Relevant experience includes:
 - Financial reporting, financial policy, financial systems, revenue and accounts payable.
 - Leading, mentoring, and developing teams to achieve high performance and a collaborative work culture.
 - Providing strategic and operational financial advice to senior officials in a collaborative manner.
 - Preparing financial statements, reports, and analyses that support decision-making and accountability.
 - Developing, implementing, and improving financial policies, processes, and procedures.
- Financial experience in a public sector environment is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge of financial operations, reporting, Public Sector Accounting Standards, and financial administrative best practices.
- Skilled in delivering client-focused service with innovation and results-oriented solutions.
- Experienced in developing, implementing, and improving financial policies, and procedures.
- Experienced in assessing and testing whether internal control systems are adequate to prevent and detect error and fraud.
- Excellent interpersonal, communication, and analytical skills, including the ability to translate complex financial information for non-financial stakeholders.
- Strong leadership skills, including guiding and motivating staff while providing technical advice and encouraging collaboration.
- Demonstrate excellent judgment and discretion when handling sensitive and confidential information.
- Skilled in building and maintaining effective relationships, promoting service excellence, and client satisfaction.
- Confident in making and communicating decisions that balance strategic objectives, operational needs, and organizational priorities.
- Ability to leverage and adapt financial systems to support effective decision-making and team performance.
- Ability to achieve desired outcomes by effectively managing changing priorities and workloads, ensuring timely delivery of accurate financial information and operational results.