

Manager, Financial Planning and Analysis

Permanent/Part-time (0.5 FTE), In-Office

Our District

Adjacent to Victoria on southern Vancouver Island, the Sooke School District is the fastest growing school district on Vancouver Island and one of the fastest growing districts in British Columbia. With a commitment to transformational growth and operational excellence, our vibrant workplace culture reflects the dynamic communities where we live, work, and play.

The District serves five municipalities: Langford, Colwood, Metchosin, Sooke and the Highlands and is on the traditional territories of the T'Sou-ke Nation, SĆIȺNEW (Beecher Bay) Nation, and the Nuu-chah-nulth: Paaʔčiidʔatḥ (Pacheedaht) Nation. Some of our schools are located on the traditional territory of the MÁLEXEŁ (Malahat) Nation, and the Lək^{w}əŋən peoples of Songhees and Esquimalt Nations.

The District is a major employer in our region, with over 2,300 educators and support staff serving more than 14,000 students and an annual budget that exceeds $245 million. The Board of Education has developed a future-oriented Strategic Plan that focuses on three priority areas: Learning, Engagement, and Growth.

The Role

Located at the School Board Office at **3143 Jacklin Road in Langford**, the Sooke School District is seeking a **permanent part-time (0.5 FTE)** Manager, Financial Planning and Analysis.

This is an in-office position. The successful candidate will be required to work at the School Board Office in Langford for their regular work schedule. **Remote and hybrid work arrangements are not available for this position**.

This unique leadership opportunity is ideal for an experienced finance professional seeking meaningful and impactful work while maintaining a reduced work schedule.

Reporting to the Director of Finance, the Manager, Financial Planning and Analysis is responsible for district budgeting, forecasting, financial analysis, and the supervision and development of professional accounting staff. As part of a shared leadership model, this position works collaboratively alongside another 0.5 FTE Manager, Financial Planning and Analysis to provide leadership for the District's financial planning and analysis function.

The successful candidate will contribute to strategic financial decision-making and help support one of British Columbia's fastest-growing school districts.

The Requirements

As an ideal candidate, you:

- Strives for **Personal Excellence**
- Thinks **Critically** and **Creatively**
- Builds **Relationships**
- Practices a **Growth Mindset**
- Effectively **Communicates** and **Collaborates**
- Models **Leadership Excellence**
- Uses a **Systems Thinking** Approach
- Cultivates **Community**
- Encourages **Employee Growth**
- Provides a **Strategic Focus**
- Fosters **Interconnectedness**

And have the required education and experience noted below:

- A Canadian Chartered Professional Accountant (CPA) designation in good standing is required
- Minimum three years recent and related experience in the public sector; preferably in the education sector
- Experience in the supervision of staff; preferably in a unionized setting
- Progressively responsible experience in budget development, financial analysis, and preparing reports for Executive
- Thorough working knowledge of the use of financial and accounting software; familiarity with atrieve ERP an asset
- Advanced knowledge of Microsoft Office, particularly Excel as well as familiarity with host and internet-based computer applications
- Experience in the public and/or education sector preferred

For a copy of the full job description, please email Dawn Israel, Human Resources Consultant at dpisrael@sd62.bc.ca.

Salary and Benefits

The annualized full-time salary range for this position is $97,799 to $122,249. **As this is a permanent part-time (0.5 FTE) position, the starting salary range is prorated to $48,899 to $61,124**. Initial placement within the range is based on related education and experience. We also offer a competitive benefits package, pension, vacation entitlement, and professional development opportunities.

Additional Information

Qualified candidates are requested to submit an online application on Make a Future at https://buff.ly/vSfjY53 including a cover letter, complete resume, copy of your CPA designation, and copies of any other applicable designations. Also include the names and emails for two references (current and past supervisors) who can speak to your skills and how they relate to this position.

If you require assistance, please see How to Apply for detailed instructions.

This competition will remain open until filled. Applications will be reviewed as received, and the District may proceed with interviews and an appointment at any time. Interested candidates are therefore encouraged to apply promptly.

We thank all those that apply; however, only candidates selected for further consideration will be contacted.