



# Investment Agriculture Foundation of BC Program Performance Analyst Job Description

**JOB:** Analyst

**POSITION TITLE:** Program Performance Analyst

## Employment Conditions

**REPORTS TO:** Director Strategy and Performance

**LOCATION:** Victoria, BC

**STATUS:** Permanent, full-time

**HOURS:** 37.5 hours per week

**SALARY RANGE:** \$52,000 to \$58,000 per annum. IAF is pleased to offer a comprehensive benefits package.

## About IAF

The Investment Agriculture Foundation of BC (IAF) is an industry-led, not-for-profit organization representing the agriculture, food processing, farm supply and post farm gate sectors across British Columbia. Since 1996, we have worked with our industry partners and funders to invest in projects that enhance the competitiveness, profitability and sustainability of BC agriculture and agri-food.

## Overview

The Investment Agriculture Foundation of BC is searching for a new program performance analyst. The program performance analyst assists with the timely delivery of program projects including: drafting legal documentation; checking figures; reviewing and verifying back up documents. This position assists the Program Managers and other staff with the review of project budgets for funding applications and project reporting financials. This position is responsible for program performance and reporting.

## Key Responsibilities

Works with Program Managers to processes project reporting for various funding programs, in accordance with Foundation policies and procedures, including:

- Reviews and verifies source documentation for accuracy and completeness
- Reviews and verifies documentation for compliance with appropriate policies and procedures;
- All information reported on is complete and mathematically accurate;
- All documentation and associated deliverables required have been submitted and meet compliance requirements;
- Responsible for timely notification to the appropriate staff when compliance or other issues are identified;
- Assists with quarterly and year end program reporting as required;
- Handles some internal and external accounting correspondence and inquiries with customers, suppliers and others as required;
- Assists finance and operations with various duties as required.

# Key Qualifications

## KNOWLEDGE REQUIREMENTS

- Understanding of the principles and practices for program reporting and performance.

## SKILL REQUIREMENTS

- Proficient use of Microsoft Office Suite in particular Excel including a strong proficiency with spreadsheets
- Ability to work at a high level of detail and accuracy
- Comfortable working individually and as part of a highly integrated group;
- Excellent problem solving and analytical skills
- Excellent verbal and written skills to effectively work with team members, financial personnel, and to communicate with external contacts including contractors and clients
- Proactive and constant view to improve processes, procedures, and resolve issues
- Constructive and collaborative approach to completing tasks and solving problem
- Experience with business administration and drafting of legal documents.
- Competent skills using MS Office (Outlook, Word and Excel).
- Ability to manage changing priorities and competing demands with a diverse group of stakeholders.
- Detailed understanding of, and practical experience of using different data tools to transform and analyze different data sets
- Experience of gathering and understanding technical requirements and working with developers/staff to build suitable technical and information solutions
- Demonstrated ability to deal with confidential matters using sound judgement, tact and diplomacy.

## EXPERIENCE

- At least 2 years working in an office environment
- At least 1 year working with data, reporting or program management

## EDUCATION

Undergraduate university degree in one of the following fields or equivalent:

- Performance Evaluation
- Management Information Systems
- Business Administration
- Commerce
- Economics
- Statistics
- Operations Research
- Logistics

## Application

If you are interested in applying for this position, please submit your resume and a covering letter explaining your interest and what you would seek to accomplish in the role.

**DUE:** Tuesday, Jan 16, 2019

**FORMAT:** PDF

**SEND TO:** [info@iafbc.ca](mailto:info@iafbc.ca)

We thank all applicants for their interest. Only those selected for an interview will be contacted.