



DISTRICT OF SAANICH
FINANCE
FINANCIAL SERVICES

GRANTS ANALYST Permanent Full Time

The District of Saanich is the largest municipality on beautiful Vancouver Island, blending urban and rural environment and home to approximately 124,000 citizens. We provide a welcoming environment and maintain a healthy, dynamic, and safe workplace that consistently attracts the best talent to provide excellent services to our community while enabling our people to perform at their best and grow their skills. Our competitive wages, excellent benefits package, municipal pension plan, various flexible work arrangements, supporting and inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

The Finance Department at the District of Saanich is currently seeking a Grants Analyst. The Grants Analyst supports the grant administration function for both Saanich Community Grants Program and for grants received by the District. The position works to maximize grant revenues helping to support funding projects within long-term capital projects and service-area initiatives. The position involves working with both internal and external stakeholders tracking both grants paid out and received, and ensuring reporting requirements are met. This position also provides support in the maintenance and monitoring of capital budget in consultation with capital budget managers.

Requirements include: completion of two years in a certified accounting program; four year's related experience; attention to details and organizational skills; excellent communication (verbal and written), interpersonal and customer service skills are required and the successful candidate will have intermediate Excel skills and proficiency with word processing (Word). Knowledge of fund accounting and working experience in local government and a municipal environment would be considered as an asset.

An equivalent combination of education and experience may be considered.

The successful applicant will work Monday to Friday from 8:30 a.m. - 4:30 p.m. (35 hours per week).

This is a C.U.P.E. Local 2011 position with a wage of \$42.61 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Friday, March 15, 2024 quoting competition 24047 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. In addition to the interview process, testing will be conducted.

Although we thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence accessibilityHR@saanich.ca.