New Opportunity

Thompson Regional Airport Authority

Welcome to the North

Are you looking for a new opportunity to build new relationships in a unique and growing industry? Do you have a passion for helping people? At the Thompson Regional Airport Authority, we value teamwork and a work environment where people come to work to help one another.

Our growing airport & advanced cold research facility is now accepting applications for the position of Financial Analyst.

We offer a competitive wage and benefit package for the right person who demonstrates the required skills and shares the values that the Thompson Regional Airport Authority represents.

Financial Analyst:

The Financial Analyst provides forward-looking financial and operational analysis that strengthens planning, decision-making, accountability, and financial sustainability across the Thompson Regional Airport Authority (TRAA).

Reporting to the Chief Financial Officer (CFO), the Analyst develops budgets, forecasts, financial models, scenarios, dashboards, and decision-ready reporting. The role connects financial results with the operating realities of the airport and Area 55 by analyzing information such as passenger volumes, aircraft movements and landings, on-time performance, revenues, costs, tenant and commercial activity, capital spending, funding requirements, and other business drivers.

The position supports the CFO in establishing stronger forecasting, budget discipline, checks and balances, funding and covenant reporting, capital and project analysis, audit readiness, and reliable management information. The Analyst also helps improve the quality, accessibility, and use of financial and operational data through documented processes, system improvements, and practical automation.

Responsibilities:

Develops Budgets and Forecasts

- Supports the CFO in developing TRAA's annual operating and capital budgets in collaboration with the President & CEO, managers, and project leads.

- Builds and maintains rolling financial forecasts that reflect current results, operational activity, staffing, contracts, capital plans, funding, debt obligations, revenue assumptions, and known risks.
- Tests the reasonableness of revenue, cost, volume, timing, staffing, and project assumptions and identifies gaps, inconsistencies, sensitivities, and decisions required.
- Prepares cash-flow projections and supports the CFO in identifying timing pressures, funding requirements, and corrective actions.

Provides Financial and Operational Analysis

- Analyzes financial and operational information to identify trends, risks, performance drivers, relationships, and emerging issues that affect TRAA's financial sustainability and operating decisions.
- Monitors and interprets relevant business drivers, including passenger volumes, aircraft movements and landings, on-time performance, rates and charges, tenant and commercial activity, parking and other revenues, Area 55 activity, staffing, utilities, maintenance, and capital costs, as data is available.
- Conducts variance analysis against budget, forecast, prior periods, funding agreements, and project plans and works with managers to understand the cause and implications of material differences.
- Identifies operational or data issues that may be affecting financial results and brings forward practical questions, evidence, and recommendations for management consideration.

Prepares Management and Board Reporting

- Prepares monthly and periodic financial and operational reporting packages, dashboards, schedules, charts, and commentary for review by the CFO.
- Translates complex information into concise explanations of performance, key variances, trends, risks, opportunities, forecast changes, and decisions required.
- Supports the CFO in preparing financial materials for the President & CEO, management team, Board of Directors, Finance and Audit Committee, lenders, and other stakeholders.
- Supports the development of meaningful financial and operational performance measures that align with TRAA's strategic, service, and regulatory priorities.

Supports Capital, Project and Business Decisions

- Provides financial analysis for capital projects, infrastructure decisions, technology investments, tenant initiatives, Area 55 opportunities, commercial activities, and other organizational priorities.
- Develops project budgets, cash-flow schedules, lifecycle cost estimates, operating-impact analyses, return-on-investment assessments, and sensitivity analysis as appropriate to the decision.

- Works with the Project Specialist and responsible managers to align project scope, timing, commitments, change information, funding, and financial reporting.
- Tracks approved project budgets, commitments, actual costs, forecasts to complete, funding eligibility, and material variances and escalates concerns promptly.

Supports Funding, Draws and Covenant Compliance

- Supports the CFO in preparing funding applications, monthly or periodic draws, claims, schedules, forecasts, and reports for the new terminal, infrastructure, and other funded initiatives.
- Maintains accurate support for eligible expenditures, matching funds, holdbacks, commitments, forecast requirements, and reporting deadlines.
- Assists in monitoring Sustainable Infrastructure Bond and other financing or funding covenants, thresholds, ratios, conditions, and reporting requirements.
- Escalates potential non-compliance, documentation gaps, timing concerns, or forecast pressures before deadlines or thresholds are missed.

Supports Financial Reporting, Audit and Controls

- Supports month-end and year-end close by preparing assigned reconciliations, accruals, analytical reviews, working papers, schedules, and explanations for CFO review.
- Reviews financial information for completeness, reasonableness, consistency, classification, and alignment with approved budgets, agreements, and accounting requirements.
- Assists with audit preparation, information requests, working papers, and follow-up on recommendations or identified control improvements.
- Identifies control, process, or segregation-of-duties concerns and brings them forward to the CFO without assuming approval authority that has not been delegated.

Improves Financial Systems, Data and Processes

- Works with Finance, Corporate Services, vendors, and operational teams to improve the reliability, accessibility, and integration of financial and operating information.
- Supports implementation and effective use of financial, budgeting, reporting, payroll-interface, landing-reporting, project, and business-intelligence systems as assigned.
- Develops and maintains data definitions, source documentation, calculation logic, version control, and quality checks for recurring analysis and reporting.
- Provides training, tools, and practical support that improve financial literacy and the quality of budget, forecast, and reporting inputs across TRAA.

Maintains Professional Development and Finance Continuity

- Builds progressively deeper knowledge of TRAA's finances, operations, funding arrangements, capital assets, revenue model, regulatory environment, and strategic priorities.

- Participates actively in a professional development plan, including progress toward a CPA designation where applicable and supported by TRAA.
- Develops documented backup capability for assigned budgeting, forecasting, reporting, funding, covenant, and analytical processes.
- Performs other related duties and special assignments as directed by the CFO.

Supports Safety, Security and Responsible Information Management

- Follows applicable occupational health and safety, airport security, privacy, records, confidentiality, cybersecurity, and Safety Management System requirements.
- Protects payroll, employee, banking, lender, funding, client, tenant, contract, and commercially sensitive information and shares it only through approved channels and delegated authority.
- Maintains accurate records and a clear audit trail for financial models, source data, assumptions, approvals, reports, and decisions.
- Immediately escalates suspected fraud, material error, control failure, privacy breach, cyber incident, covenant concern, or other matter that could materially affect TRAA.

Key Competencies

Financial Analysis & Modelling - Builds reliable forecasts, scenarios, models, and analyses; understands the assumptions and operating drivers behind the numbers and tests them thoughtfully.
Business & Operational Insight - Connects financial information with passenger activity, aircraft movements, service delivery, projects, assets, commercial activity, and other operating realities to support stronger decisions.
Accuracy & Financial Discipline - Maintains rigorous attention to source data, calculations, reconciliations, controls, documentation, deadlines, and the clear separation of fact, assumption, estimate, and judgment.
Risk & Compliance Focus - Recognizes financial, covenant, funding, control, audit, privacy, and data risks and escalates concerns early with clear evidence and practical options.
Communication & Translation - Explains complex financial and operational information in concise, plain language and adapts reports and recommendations for managers, executives, the Board, and external stakeholders.
Accountability & Follow-Through - Manages multiple deadlines, maintains visibility of outstanding information and commitments, and ensures work is completed, corrected, or escalated.
Learning Agility & Leadership Potential - Builds knowledge quickly, seeks feedback, develops professional accounting and leadership capability, and accepts progressively greater responsibility with sound judgment.

Qualifications

- Post-secondary degree in Accounting, Finance, Business Administration, Economics, or a related field. A relevant combination of education and experience may be considered where it supports the required analytical and accounting capability.
- Eligibility to enter, active progression through, or demonstrated intention and ability to pursue the Chartered Professional Accountant (CPA) certification program is preferred. A completed CPA designation is not required at entry.
- Minimum three to five years of progressive experience in financial analysis, management accounting, budgeting, forecasting, financial reporting, audit, capital or project analysis, or a related field, including demonstrated experience building budgets, forecasts, financial models, and decision-support reports. Strong candidates with less experience and demonstrated CPA-track capability may be considered.
- Strong understanding of financial statements, accounting principles, internal controls, reconciliations, cash flow, and the relationship between operational activity and financial performance.
- Experience supporting capital projects, infrastructure, grants, funding claims, debt or covenant reporting, business cases, or multi-year planning is considered a strong asset, as is knowledge of Public Sector Accounting Standards (PSAS) and government funding arrangements.
- Advanced proficiency in Microsoft Excel and strong capability with Word, PowerPoint, and financial or enterprise systems. Experience with budgeting, reporting, business-intelligence, data-visualization, or automation tools is considered an asset.
- Strong analytical writing, presentation, research, organizational, and problem-solving skills, with the ability to explain complex information clearly and manage competing deadlines.
- Ability to work independently within delegated authority while collaborating effectively with managers, operational teams, accountants, auditors, consultants, lenders, and funding partners.
- Ability and willingness to work on site in Thompson, Manitoba, and to obtain and maintain required airport security clearance and restricted-area credentials, as required.
- Experience in aviation, airports, infrastructure, transportation, municipal or public administration, economic development, northern or remote operations, or a similarly regulated and asset-intensive environment is considered an asset.

Benefits:

The Thompson Regional Airport Authority offers a flexible work environment and a competitive benefits package, including pension, health and dental benefits for full-time employees.

Applications:

Applicants are requested to indicate in the cover letter or resume how they meet the qualifications of the position.

Please forward your resume with cover letter to: Christine@reframehr.com