



## JOB DESCRIPTION

**JOB TITLE:** FINANCIAL PLANNING ANALYST

**REFERENCE NO:** 31652

**DIVISION:** CORPORATE SERVICES

**DEPARTMENT:** FINANCE

**APPROVAL DATES:** BY:  DATE: August 27/21  
MANAGING DIRECTOR – CORPORATE SERVICES

**APPROVAL DATES:** BY:  DATE: August 27, 2021  
CHIEF HUMAN RESOURCES OFFICER

### GENERAL DESCRIPTION:

This is a mid-management position responsible for activities related to development and final approval of corporate business plans, operating and capital budgets, corporate planning and forecasting, and interim actual-to-budget variance reporting activities.

### ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Manager of Financial Control & Reporting.
- Internal relationships are maintained with Managing Directors, Directors, Managers, and other staff throughout the organization.
- Working closely with Strategic Management and Analysis division as it relates to long-range financial planning.
- External relationships are maintained with peers in other municipalities as well as government/ grant-awarding organizations.

### PRIMARY FUNCTIONS/ACCOUNTABILITIES:

#### *Financial Planning:*

- Plans, develops, supports and coordinates the City's business plans and operating / capital budgets.
- Develops the business plan and budget process including preparing and distributing budget calendars, maintaining and distributing planning instructions and training, creating forms and templates, and coordinating/facilitating meetings,
- Consolidates and summarizes information resulting from the business planning and budget process and prepares and reviews reports and presentations to Council, Standing Committees, and Senior Management.
- Ensures that all activities related to the adoption of annual budgets by Council are carried out.
- Monitors all budget amendments and ensures that all changes and the impact of these changes are reported to the Senior Management executive, City Council and operating departments.
- Interprets budget directives and utilizing corporate planning, strategic planning and process development, establishes guidelines and/or policies for carrying out directives.
- Tracks and recommends budget funding sources of capital (working capital, reserves, grants, internal/external loans).
- Plan and coordinate City's grant life-cycle process including grant identification (i.e., coordinating the grants proposal process, researching opportunities to increase grant revenue), grant administration, and grant utilization.
- Influences high profile and high impact business decisions on key corporate and Council initiatives and determines long-term financial implications and formulates financial strategies.

*Financial Analysis:*

- Provides forecasting, economic analysis, metrics development and reporting, financial modelling, and policy development.
- Provides creative insights and advise on regulatory, tax, and financial planning decisions.
- Conducts scenario analysis taking into consideration macroeconomic and City-specific factors.
- Assesses the long-term financial implications of current and proposed policies and assumptions.
- Participates in Finance transformation projects by ensuring coordination and alignment with other finance functions.
- Analyzes processes, practices and procedures, identifies best practices, business process improvements and develops benchmark standards and policies to be applied.

*Systems Development:*

- Develops and evaluates options to align budget reporting and systems and works closely with all stakeholders when systems are being developed or changes are being implemented.
- Acts as the enterprise system process lead for the planner module and assists in developing, organizing, maintaining and improving the budgeting, forecasting and reporting functions.
- Other duties as assigned.

**REQUIRED COMPETENCIES:**

- Thorough knowledge of accounting principles and practices related to governmental accounting and the ability to apply this knowledge to accounting transactions in a complex computer-based environment.
- Ability to make reasonable and correct decisions independently using good judgement under stressful situations.
- An analytical, collaborative self-starter with project management skills and excellent communication skills to develop project plans, collaborate with cross-organizational teams to achieve priorities and streamline processes, and perform a variety of ad-hoc complex financial analysis and forecasting.
- Skilled in operating a personal computer using current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications.
- Strong planning and organizational skills with demonstrated ability to work in a professional setting.
- Ability to establish and maintain effective working relationships, which includes actively participating in the creation of a constructive team environment with focus on developing effective business relations that build trust within the team and across departments.
- Ability to utilize a variety of financial planning tools and innovative approaches to solving business problems.
- Understands the needs and expectations, and provides effective solutions, to departments and internal customers.
- Ability to exercise professional judgement, discretion, confidentiality and sensitivity in all communications.
- Prepares and presents reports and analysis supporting planned proposals and decisions.
- Ability to express ideas clearly and effectively both orally and in writing.

**REQUIRED QUALIFICATIONS:**

- Successful completion of a bachelor's degree in finance or Business Administration from a recognized post-secondary institution supplemented by a professional accounting designation (CPA).
- Five (5) years' experience in an accounting/financial analysis environment; experience in a government funded organization would be an asset.
- Project Management training and/or experience is preferred.
- An equivalent combination of management approved training, experience and education may be considered.