

# JOB PROFILE

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*Finance – Finance & Enterprise*

## **Senior Corporate Analyst- Financial Planning**

The successful candidate will be primarily responsible for assisting the Manager with policy development and strategic projects that support an integrated approach to the development and maintenance of the City's integrated long term financial plan. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

### **DUTIES:**

- Works closely with the Manager in development of a long term financial plan and ensures consistency with City's strategic plan.
- As part of the senior corporate analyst team, assists with preparation of strategic planning and performance measurement aspects of the final budget document.
- Provides senior level financial analysis and expert financial and business advice to City departments, Council, and Boards in the annual budget review process, and as required.
- Consults with the Manager to provide effective advice & expertise in annual budget development & financial planning issues.
- Assists in the evaluation and development of financial planning strategies to manage tax impacts.
- Assists with financial impact analysis during strategic planning process.
- Assists with development of assumptions for use in multi-year forecasting, including assisting City departments with linking strategic directions with the budget process.
- Assists Manager with development and maintenance of priority setting models and software.
- Assists the Manager and financial planning team with business case development for complex capital projects.
- Liaises with financial reporting area to ensure financial planning development and PSAB financial reporting can be evaluated on a consistent basis.
- Project manages internal audit projects requiring finance department assistance.
- Oversees grant reporting and assists departmental analysts with financial aspects of applications.
- Supports negotiations with officials from other levels of government, other municipalities, and professional organizations regarding financial partnerships, fiscal relationships, subsidies, and ensures ABC compliance with funding agreements.
- Assists with training of Financial Analysts and City staff, including contributing to the preparation of instruction manuals/standard operating procedures for budgets and financial planning.
- Contributes to the preparation and delivery of presentations to City Council, Committee, and Executive Management regarding strategic, financial and operational issues related to financial planning.
- Keeps abreast of the City's changing strategies, priorities, and provincial legislation to ensure that financial planning throughout the City is linked to strategic objectives, and ensures on-going adherence to Council approved financial protocols, controls, policies and procedures.
- Supports the development and participates in the delivery of the City's public consultation process.
- Investigates best practices, researches and conducts short and long term financial planning studies, and reports analysis results to align with departmental goals.
- Assists with research and development of performance measurement reporting.

- Provides support to development charge administration as required.
- Initiates finance process improvements and leads special projects as required.

**QUALIFICATIONS:**

- Considerable experience related to the duties listed above, normally acquired through completion of a University Degree, and considerable post designation accounting experience, preferably in a municipal environment, dealing with complex accounting issues. Candidates with an equivalent combination of education and experience will be considered.
- A Professional Accounting Designation (e.g. CA, CMA and CGA).
- Ability to analyze and investigate problems, identify alternatives and make recommendations in order to implement procedures and policies.
- Strong analytical and organizational skills with the ability to manage multiple assignments in order to meet deadlines in a very demanding service focus environment.
- Proven ability to establish and maintain effective working relationships with a diverse group of stakeholders.
- Excellent communications skills (both oral and written) with the ability to communicate with all levels of staff, and stakeholders.
- Advanced computer skills in Microsoft Office (Word, Excel and PowerPoint) & financial enterprise software, JD Edwards experience preferred.

**\*THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE “CAREERS/JOBS” PAGE FORCURRENT OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR\***