Job Information

Job title	**Financial Analyst**	Job Code: FINAN	Pay Grade: P
Title of immediate supervisor	Manager of Financial Planning		
Department/Division	Finance/Financial Services		
Prepared by	N. Pallan		
Date Created	August 24, 2016	Revised date	February 2023

Job Purpose

Provides support to the organization in the preparation of the annual budget and utilizing analytical tools to provide advice on decision making processes related to the budget.

Duties and Responsibilities

- Coordinates the preparation and administration of municipal budgets for various departments.
- Reviews budget submissions to ensure consistency and compliance with guidelines for various departments.
- Prepares and reviews monthly variance analysis, and reports on significant variances.
- Performs analysis of various financial information to be provided to managers for decision making.
- Assists in preparing regular financial results reporting to both departments and Council and analyze variances.
- Develops cost analysis of programs and services.
- Analyzes and interprets financial, budget, accounting and cost control information, data and develops logical solutions to problems related to financial and business processes.
- Supports Manager in the analysis/modelling of various business cases for proposed initiatives, including cost benefit analysis to justify spending proposal and quantify impact on budgets.
- Provides advice and makes recommendations in preparing the budget by compiling, reviewing, validating and summarizing information, and ensuring adherence to policies and guidelines.
- Communicates with all levels of staff to establish and maintain effective working relationships with others, and to employ contemporary service excellence principles.
- Assists Manager with the maintenance of accurate, efficient and effective budget records and files, as well as related policies and procedures.
- Prepares a variety of professional quality documents and reports related to the work performed.
- Performs special projects and research related to the budget impact of resource requests, process improvements, and implementation of best practices.
- Assists in the implementation of new budget tools or software.
- Assists with Financial Planning System works including proposing and validating solutions and ensuring data integrity post-implementation/upgrades.
- Prepares budget training course materials and delivers training.
- Assists with the development of long-term financial planning and modelling.
- Prepares requisitions for capital purchase orders and facilitates subsequent modifications.
- Performs other related duties as required.

Qualifications

- Professional accounting designation as a CPA-CA, CPA-CGA or CPA-CMA.
- Four years of experience directly related to the duties and responsibilities specified above.
- An equivalent combination of education and experience may be considered.
- Knowledge of public sector budgeting principles and practices, including program budgeting concepts and applications.
- Knowledge of the rules, regulations, procedures and by-laws applicable to municipal financial operations.

- Sound knowledge of computerized data processing systems.
- Ability to assist in developing, organizing, maintaining and improving a comprehensive budget and cost control program.
- Ability to communicate effectively, orally and in writing.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment.