

## CITY OF HAMILTON

### CITYHOUSING HAMILTON (DEVELOPMENT SECTION - LOCATION – 55 HESS ST S.)

#### SENIOR FINANCIAL ANALYST – DEVELOPMENT (CITYHOUSING HAMILTON)

##### SUMMARY OF DUTIES

Reporting to the Manager, Development - CHH, the Senior Financial Analyst – Development supports the development and revitalization work of CityHousing Hamilton through financial analysis, scenario analysis, funding applications, and overall financial management. Additionally, the Senior Financial Analyst – Development provides input and analysis in the effective management of policies, processes, and systems. The position provides comprehensive support in managing all funding requirements and agreements, develops funding scenarios, provides effective oversight of cash flows, administers purchase orders and related contractual requirements, provides input into the financial sustainability of new and revitalized developments through pro forma iterations, as well as provides tracking and analysis to support the decision-making process for the department. The role is required to bring a "best practices" approach with a strong emphasis on collaboration and accuracy to all duties, activities and special development projects undertaken.

##### RESPONSIBILITIES

Responsible to support the implementation and management of CityHousing Hamilton's Development Strategy as it relates to the enabling financial measures, pro forma development and iteration, and financial performance. The role will provide oversight for CityHousing Hamilton compliance with financial planning and management policies and guidelines. The position will support the development and management of CityHousing Hamilton-wide controls to fulfill CHH's accountability, responsibilities, and financial stewardship obligations. The Senior Financial Analyst – Development will act as support to the Manager, Development in being a strategic link to funders, providing analysis and advice on interpretation and compliance matters. The role is also responsible for supporting the Senior Project Managers in financial management including the implementation of purchase orders and cash flow accounting and projections. In addition, the Senior Financial Analyst – Development is responsible to provide support for the oversight and management of financial policies and procedures.

##### GENERAL AND SPECIFIC DUTIES (INCLUDING BUT NOT LIMITED TO)

Assists with the strategic planning, organization, and co-ordination of activities related to the financial management of the development process from concept to completion.

Leads the preparation of pro forma, funding applications, cash flow statements, and purchases orders and related financial management, providing accessible and up-to-date status updates for the Manager and Senior Project Managers in Development.

Leads the development and preparation of funding proposals to obtain funding for new projects. Identifies potential funding opportunities, completes applications, follows-up with funders, and updates submissions as required.

Provides support and advice on interpretation and compliance matters, ensuring CHH staff are equipped to meet the needs of funders, the CHH Board, and the City of Hamilton as Shareholder.

Supports the development, negotiation and management of applicable agreements as well as the timely reporting of performance.

Supports the development, management and control of financial policies and procedures to ensure desired outcomes are being achieved and is also responsible for the timely reporting of performance.

Supports the Development and Finance sections in the development and management of reserve and reserve fund strategy including maintenance and adherence to corporate policies, annual activity and funding status reporting, long-term forecasting, and financial system requirements and improvements.

Ensures the quality and accuracy of information and analysis that impact policy and/or the financial position of CityHousing Hamilton.

Monitors changing funding programs, and provincial/federal legislation to support the Development section to link to strategic objectives. Monitors the ongoing adherence to Board approved financial protocols, controls, policies and procedures.

Supports the investigation of best practices, conducts research, and supports the recommendation of solutions and policy amendments.

Supports the development and use of efficient budgeting and financial planning tools to ensure that information requirements are met while minimizing resource requirements.

Supports the delivery of accurate, timely, strategic, professional reports, presentations, and materials in accordance with organizational protocols and deadlines. Includes developing recommendation and providing analysis and tracking performance of applicable Board direction.

Assists with the drafting of reports to the CHH Board, the Portfolio Management Committee, and Shareholder, as well as supports Committee and Council reports related to CHH development.

Consults with lawyers, land economists, appraisers and other professional consultants as required to ensure coordination of items related to development and revitalization.

Works in accordance with the provisions of applicable health and safety legislation and all CityHousing Hamilton and City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs such other duties as assigned which are directly related to the responsibilities of the position.

## **QUALIFICATIONS**

1. Post secondary education in a professional discipline pertinent to the job functions combined with relevant sound business administration skills combined with advanced knowledge of fiscal strategies, finance and budgets experience normally acquired through the completion of a University Degree in Business Administration, Commerce or Economics and/or a recognized professional accounting designation such as (CPA, CFA) or an equivalent combination of education and related work experience.
2. Strong knowledge and experience in pro forma development.
3. Strong knowledge and experience in financial analysis and scenario analysis.
4. Highly developed analytical and financial analysis skills with a proven track record in financial modeling.
5. Working knowledge of debt management and financial control methodologies.
6. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff, and the general public.
7. Thorough knowledge and understanding of acts, statutes, regulations and by-laws affecting the organization.
8. Current and detailed understanding of the policy environment and corporate operations.

9. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization, with the ability to maintain confidentiality.
10. Highly developed analytical, technical, organizational, and problem-solving skills.
11. Excellent ability to conceptualize problems and recommend appropriate policy solutions / responses.
12. Highly effective facilitation, communication, presentation, interpersonal and organizational skills. Strong written communication skills to create clear, well-developed reports, presentation materials with ability to present complex financial concepts to non-financial audiences.
13. Demonstrated ability to effectively manage projects in a results-oriented environment and in a unionized environment.
14. Experienced in designing and delivering customer focused policies, programs and services.
15. Excellent knowledge of computer software applications, budget systems and emerging trends and related systems including Word, Excel, PowerPoint, Outlook, PeopleSoft, Arcori, other equivalent applications.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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