

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL PLANNING, ADMINISTRATION & POLICY DIVISION – BUDGETS & FISCAL POLICY - LOCATION – 71 MAIN ST. W., 1ST FLOOR)

SENIOR FINANCIAL ANALYST – DEVELOPMENT CHARGES, PROGRAMS & POLICIES

OVERVIEW

Reporting to the Supervisor, Development Charges, Programs & Policies, the Senior Financial Analyst – Development Charges, Programs & Policies provides policy analysis, financial analysis, scenario analysis and sound strategic advice in the management and monitoring of the Development Charges Portfolio as well as provides input and analysis in the effective management of policies, processes and systems. The Senior Financial Analyst – Development Charges, Programs & Policies also develops comprehensive support in managing all Development Charges requirements and agreements, develops funding scenarios, provides input into the financial sustainability of services within the capital and operating Financial Portfolio as well as support the decision-making process.

The Senior Financial Analyst – Development Charges, Programs & Policies also provides agreement support and management as well as oversees identified agreement obligations and supports other divisions in funding availability. The Senior Financial Analyst – Development Charges, Programs & Policies is also required to provide support in the management and effective oversight of exemptions, inclusive of tracking to support informed decision-making of the Financial Portfolio's inter-program or service-specific policies and priorities as well as brings a "best practices" approach with a strong emphasis on customer service to all duties, activities and special development projects undertaken.

RESPONSIBILITIES

Responsible to support the development, implementation and management of the City's Development Charge Portfolio and Program as well as the Exemption Program's financial performance, overseeing compliance with financial planning and management policies and guidelines, supporting the development and management of City-wide controls in order to fulfill the City's accountability responsibilities and financial stewardship obligations. The Senior Financial Analyst – Development Charge, Programs & Policies will act as support the Supervisor in being a strategic link between the DC Portfolio and Program and its stakeholders, providing analysis and advice on interpretation and compliance matters. The Senior Financial Analyst – Development Charge, Programs & Policies is also responsible to provide support for the oversight and management of financial policies and procedures, exemption program, multi-year operating budget process input, capital budget process input as well as financial and applicable tax policies.

GENERAL & SPECIFIC DUTIES (INCLUDING, BUT NOT LIMITED TO)

Supports the development and implementation of the City's Development Charges Program including the Background Study and related policy development, revenue collection and reporting, long-term reserve fund and debt management, internal control structures to prevent cash flow deficiencies and financial system requirements and improvements.

Provides support and advice on interpretation and compliance matters and ensuring staff members are equipped to meet the needs of client portfolio staff, senior management, individual Councillors, Committee and Council. Monitor changes in corporate strategies, priorities, policies and programs.

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 implementation and maintenance of an effective system of internal controls and assist in the creation of policies and procedures as well as support the monitoring of compliance in order to reduce internal and external risk as well as provide information on cost savings opportunities, staffing levels, etc.

Supports the creation and maintenance of an integrated long-term financial plan for including policy development, management and controls, internal and external financial communication strategy and corporate accountability framework.

Supports the Financial Portfolio section in the development and management of reserve and reserve fund strategy including maintenance and adherence to the City's policies, annual activity and funding status reporting, long-term forecasting, and financial system requirements and improvements.

Supports the Financial Portfolio teams in the annual budget and forecasting process as well as provides support to the City's Corporate Asset Management Program through providing information and analysis on the Development Charge programs and various funding strategies.

Supports the coordination of debt issues, debt forecasting and debt policy management through providing information, analysis and confirmation.

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

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

Monitors changing Development Charge strategies, priorities, and provincial/federal legislation to support the Financial Portfolio teams to link to strategic objectives and monitors the ongoing adherence to Council approved financial protocols, controls, policies and procedures as well as review and provide recommendations with respect to the various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

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

Monitors the performance of vendors and provided information and data to the Supervisor in order to ensure the successful management of the applicable systems.

Attends public meetings and may be asked to present the city's position/actions to the public and outside government bodies.

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

Supports the development of presentations, reports and communication plans to ensure understanding and awareness of complex contentious issues.

Supports the development and coordination of the City's infrastructure subsidy programs ensuring compliance with Council approved Capital Budgets and associated timetables.

Perform other duties as assigned which are directly related to the responsibilities of the position. Performs other duties as assigned which are 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 of GAAP and technical pronouncements.
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. Working experience of municipal capital and operating budget planning and reporting.
7. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
8. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
9. Current and detailed understanding of the policy environment and government operations.
10. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization. Ability to maintain confidentiality.
11. Highly developed analytical, technical, organizational and problem solving skills.
12. Excellent ability to conceptualize problems, build complex computer models and recommend appropriate policy solutions / responses.
13. 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.
14. Demonstrated ability to effectively manage projects and policy portfolios in a results oriented environment and in a predominantly unionized environment.
15. Experienced in designing and delivering customer focused policies, programs and services.
16. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
17. Excellent knowledge of computer software applications, budget systems and emerging trends and related systems. Working knowledge of Word, Excel, PowerPoint, Outlook, PeopleSoft, other equivalent budgets systems and software.

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