

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

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

SENIOR FINANCIAL ANALYST

OVERVIEW

Reporting to the Supervisor, Budgets & Financial Planning, the Senior Financial Analyst provides financial analysis, scenario analysis and sound strategic advice in the management and monitoring of the Financial Portfolio's capital and operating budgets as well as provides input and analysis over the Financial Portfolio's long - term capital budget and plans, multi-year operating budget and plans, financial and applicable tax policies. The Senior Financial Analyst also develops comprehensive funding scenarios and on the performance and financial sustainability of services within the Financial Portfolio as well as support the decision-making process.

The Senior Financial Analyst also provides sound financial analysis and 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 for performing financial and analytical analysis in order to formulate and/or support recommendations of operating and capital budgets as well as the alignment with corporate guidelines/targets. The Senior Financial Analyst will provide detailed analysis and sound financial calculations advice in the development of sustainable and innovative approaches, funding strategies and techniques, including new budgeting and financial planning and management policies, guidelines and controls, as well as the evaluation of existing ones, to support the prudent fiscal management and support the stewardship of the City's and Financial Portfolio's services and assets.

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

Supports the development and implementation of the City's Capital and Operating Budgets and supports the development of related policy development, revenue collection and reporting, long-term reserve fund and debt management as well as provide information on cost savings opportunities, staffing levels, etc.

Evaluates and makes recommendations for improvements in various Capital Budget areas by measuring existing situation against internal and external benchmarks. Designs, recommends and may implement financial and capital budgetary strategies to improve performance, effectiveness, efficiency and strengthen the corporation's financial position. Sets above average standards and leads by example.

Researches, develops and recommends short/long term fiscal strategies and finance/budgetary policies in accordance with City strategic directions, guidelines and requirements of Provincial Legislation. Monitors operating budget performance and recommends related variance policies and strategies. Co-ordinates and assists in the preparation and publication of the City of Hamilton's annual Operating Budget and related presentations/reports.

Provides input into policy development and recommendations for the City's utility rate and tax policies as well as supports provincial and/or federal funding submissions.

Co-ordinates and assists in cost benefit analysis, project evaluation and assists departments/divisions in operating budget analysis, recommending effective financial strategies and monitoring current impacts; long and short-term.

Researches, develops and recommends the City's ten year Capital Budget financing strategies in accordance with City policies and guidelines and the requirements of Provincial Legislation. Monitors capital fund performance and recommends related variance policies and strategies. Co-ordinates and assists in the preparation and publication of the City of Hamilton's ten year Capital Budget and related presentations / reports.

Provides input and analysis that supports the development of applicable policies and recommendations for the City's debt and reserve management programs.

Co-ordinates and supports the analysis of funding requirements across the corporation in order to ensure alignment to current strategies, approval of funding sources as well as the effective communication of costs (both capital and operating).

Supports the creation and maintenance of an integrated long-term financial plan for both capital and operating budgets inclusive of internal and external financial communication strategy and corporate accountability framework.

Supports 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 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 executive management and Council in accordance with City protocols and deadlines. Includes developing recommendation and providing analysis and tracking performance of applicable Council direction.

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 data collection and information requirements are met all while minimizing resource requirements.

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

Co-ordinates both capital and operating budget process by overseeing submissions, assessing quality, ensuring accurate reporting, timely follow-up and effective communication of changes and outcomes.

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 controls to ensure desired outcomes are being achieved and is also responsible for the timely reporting of performance.

Participates on cross-departmental teams, and regularly acts as corporate advocate, in discussions on funding opportunities and or new initiatives requiring funding either through capital or operating.

Responds to issues and queries raised by Council, corporate management and the public.

Researches issues of compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Monitors and examines market conditions and emerging trends that impact the Municipal sector.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Leads various special studies and other corporate / strategic policy reviews of a financial nature.

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.
