

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(BUDGETS & FINANCE DIVISION – POLICY & PROJECTS SECTION – LOCATION – 77 JAMES ST. N., SUITE 400)

SENIOR FINANCIAL ANALYST - POLICY & PROJECTS

SUMMARY OF DUTIES:

Reporting to the Managers within the Financial Planning & Policy Division by providing strategic policy advice, consulting services and project leadership in delivery of services to the division, public and internal/external clients. Prepares analysis and recommendations in support of development of strategic/corporate financial, budget, development charges, operating budgetary policies and long range fiscal strategies in the delivery of services to meet mandated goals and objectives.

GENERAL DUTIES:

Researches, develops and makes recommendations on short/long term fiscal strategies and finance/budgetary policies in accordance with City strategic directions, guidelines and the requirements of Provincial Legislation. Coordinates and assists in the preparation and publication of the City of Hamilton's annual Operating Budget and related presentations/reports.

Provides statistical data and financial analysis/reports for planning/decision making, updates and provides financial analysis/reports and statistical information to internal/external client groups as appropriate. Ensures financial analysis and related research, data analysis and reports are available for decision makers.

Researches, evaluates and measures data against external benchmarks and makes recommendations related to financial and capital budget strategies to improve the City's financial position.

Reviews current processes/procedures to assess effectiveness and efficiencies and makes recommendation to improve/change processes/procedures as appropriate.

Reviews new or revised regulatory, legal or policy obligations by providing opinions regarding compliance, corrective action, strategic financial implications, legal liability so that potential financial repercussions are appropriately considered and minimized.

Recommends related new and/or changed financial alternatives, policy solutions and/or strategies to internal departments and management.

Develops and coordinates the preparation of the annual rate supported budget. Analyzes spending and revenue and forecasts short and long term water, utility and capital spending requirements and identifies financing strategies. Assesses and compares water and wastewater rate affordability and makes recommendation on rate changes as appropriate.

Creates and uses complex financial models to assess financial budget impacts.

Consults and liaises with internal and external stakeholders including making presentations as appropriate.

Coordinates and conducts cost benefit analysis studies. Recommends effective financial strategies and monitors current impacts long and short-term.

Provides financial related advice and guidance to staff, management and external stakeholders as appropriate.

Reports on all City reserves and provides short and long term forecasts on each reserve.

Provides system administration services and provides training services on the budgeting/financial systems such as TeamBudget Capital Budgeting System and Clarity Operation Budget.

Ensures all projects and responsibilities are provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision and Values.

Ensures budget databases are appropriately secured; develops custom templates and reports for end users and extracts and transforms data from the database to provide different views as may be required for management decision making.

Researches issues of compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies. Assesses impact of Provincial and Federal policy changes as they pertain to the City.

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

Provides creative project leadership through consultation with peers.

Participates on cross-departmental teams, and regularly acts as corporate advocate, in discussions on development policy issues.

Provides professional consultation and sound policy advice, including reports, to Council and its Committees.

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

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.

Provides technical direction to junior staff members.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Advanced knowledge of fiscal strategies, finance and budgets normally acquired through the completion of a University degree in Business Administration, Commerce or Economics or an equivalent combination of education and relevant experience.
2. Progressive experience with municipal finance policies.
3. Demonstrated ability to effectively manage projects and policy portfolios in a results oriented environment and in a predominantly unionized environment.
4. Experienced in designing and delivering customer focused policies, programs and services.
5. Highly developed analytical, mathematical, statistical and problem solving skills with the ability to review and analyze legislation, agreements and/or program documents.
6. Excellent ability to conceptualize problems, build complex computer models and recommend appropriate policy solutions/responses.

7. Excellent interpersonal and communication skills with the ability to deal diplomatically with all levels of management, staff and public.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Must be able to work/act independently and in a team environment with the ability to manage multiple assignments and operate within tight time restrictions.
10. Thorough knowledge and understanding of Provincial/Federal statutes, regulations and by-laws affecting the department/section/corporation.
11. Knowledge of collective bargaining process.
12. Excellent knowledge of computer software applications, budget systems and emerging trends and related systems.

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

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