

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

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

SENIOR FINANCIAL ANALYST – PROGRAMS & POLICIES

OVERVIEW

Reporting to the Supervisor, Development Charges, Programs & Policies, the Senior Financial Analyst – Programs & Policies provides financial analysis, scenario analysis and sound strategic advice in the management and monitoring of budgets and Fiscal Policy. The Senior Financial Analyst – Programs & Policies also develops comprehensive funding scenarios on the performance and financial sustainability of services within the Financial Portfolio as well as support the decision-making process.

The Senior Financial Analyst – Programs & Policies also provides sound financial analysis and tracking to support informed decision-making of the Budgets and Fiscal Policy Portfolio of cross departmental or service-specific policies, projects and priorities. The Senior Financial Analyst – Programs & Policies is expected to bring a "best practices" approach with a strong emphasis on quality and internal control while providing customer service to all duties, activities and special projects undertaken. This position will immediately assume the role of leading the forecasting of corporate reserves, annual reserve reporting and administration of the sections policies and procedures library.

The Senior Financial Analyst – Programs & Policies part of a team of Senior Financial Analysts. The general and specific duties are spread across the team.

RESPONSIBILITIES

Responsible for performing financial analysis in order to formulate and/or support recommendations related to operating and capital budgets in alignment with corporate guidelines/targets. This includes considering both short term implications and longer-term growth and development implications. The Senior Financial Analyst – Programs & Policies will work independently and as part of a team to 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 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.

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

Evaluates and makes recommendations for improvements in various financial practices and policies 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/compliance with City strategic directions, guidelines and requirements of Federal and Provincial Legislation, regulations and municipal by-laws.

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.

Monitors changing financing and 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 by reviewing and providing recommendations with respect to the various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

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

Supports the development and ongoing tracking of the sections policies and procedures. Liaises with leadership to build and execute a strategic approach for process and policy review timeframes and supports the review by following best practices with strong emphasis on quality, internal control and clear accountability.

Provides support to the administration and development of the financial tracking and budgeting systems; including significant liaison with the vendor.

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

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

Provides input and analysis 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 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 development, coordination 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
- efficient budgeting and financial planning tools in order to ensure that data collection and information requirements are met all while minimizing resource requirements
- the City's infrastructure subsidy programs ensuring compliance with Council approved Capital Budgets and associated timetables
- debt issues, debt forecasting and debt policy management through providing information, analysis and confirmation
- of applicable agreements as well as the timely reporting of performance.
- financial controls to ensure desired outcomes are being achieved and is also responsible for the timely reporting of performance

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.

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.

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

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

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 and PeopleSoft.
- 18. Demonstrated working experience with budgets systems and software such as FMW, Questica, Amanda, GIS, Vailtech an asset.
- 19. Demonstrated experience implementing budget software or integrating computer systems is considered an asset.

SALARY:

Salary Grade 5

Per hour

HOURS:

35 per week

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