

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

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

SUPERVISOR, BUDGETS & FINANCIAL PLANNING

OVERVIEW

Reporting to the Manager, Budgets & Fiscal Policy, the Supervisor, Budgets & Financial Planning provides for the effective development, management and monitoring of the Financial Portfolio's capital and operating budgets as well as provides stewardship over the Financial Portfolio's long-term capital budget and plans, multi-year operating budget and plans, financial and applicable tax policies. The Supervisor will also act as the strategic financial advisor for the Financial Portfolio providing advice on the financial performance and funding of services within the Financial Portfolio as well as support the decision-making process with individual Councillors, Committee and Council.

The Supervisor, Budgets & Financial Planning provides strategic financial analysis and advice to ensure informed decision-making of the Financial Portfolio's inter-program or service-specific policies, priorities and issues by all levels of management, Committee and Council throughout the year and assumes a leadership position on the development and implementation of presentations, performance reporting, Committee reports as well as effective management of internal and external inquiries.

RESPONSIBILITIES

Responsible for effectively leading a skilled staff team in the annual evaluation, negotiation and recommendation of operating and capital budgets and plans that meet corporate guidelines/targets, and are consistent with Council direction/priorities, the Financial Portfolio's service and operational needs, and the most cost-effective use of resources. The Supervisor will provide advice and leadership in the development of strategic and innovative approaches, strategies and techniques, including new budgeting and financial planning and management policies, guidelines and controls, as well as the evaluation of existing ones, to ensure the prudent fiscal management and stewardship of the City's and Financial Portfolio's services and assets.

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

Oversee the Financial Portfolio's effective reporting of its capital and operating budgets as well as the financial sustainability and effectiveness of the capital plan and adherence to objectives and debt management targets.

Oversee the capital and operating budget preparation process for the Financial Portfolio, inclusive of the management of scenario analysis, financial risk mitigation strategies, amendment management, analysis of cost, introduction of controls and management of variances as well as accurate and timely forecasting of performance.

Provide strategic financial analysis and advice to ensure informed decision-making on the Financial Portfolio's inter-program or service-specific policies, priorities and issues by all levels of management, Committee and Council throughout the year.

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

Lead the implementation and maintenance of an effective system of internal controls and create policies and procedures to comply with those controls, and monitor compliance to reduce internal and external risk as well as provide Council and senior leadership strategic advice and recommendations on service levels, costing savings opportunities, staffing levels, etc.

Lead the development and management of the Financial Portfolio 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.

Lead the Financial Portfolio capital portfolio including the annual budget and forecasting process, integration with Corporate Asset Management practices, creation and monitoring of robust capital budget and debt management policies, documented standard operating procedures as well as the sustainability and effectiveness of the long-term capital funding strategy.

Lead in the coordination of debt issues, debt forecasting and debt policy management.

Act as the representative for the Finance Department on corporate projects and initiatives that align with the Division portfolio, providing strategic financial advice and oversight. (Examples include but are not limited to the City's Community Improvement Plans, property and land development projects and complex capital projects).

Deliver accurate, timely, strategic, professional reports, presentations and materials for the executive management and Council in accordance with City protocols and deadlines. Includes reviewing and recommending "Financial Implication" language for special project Council reports, raising concerns to Manager, where required. Ensure understanding and awareness of complex contentious issues.

Attend and provide subject matter expert advice and insight at Departmental, Divisional and Committee meetings as well as is responsible for the quality, accuracy and impact of the advice/recommendation.

Keep abreast of the Financial Portfolio's changing strategies, priorities, and provincial/federal legislation to ensure that financial planning throughout the Financial Portfolio is linked to strategic objectives, and ensures ongoing adherence to Council approved financial protocols, controls, policies and procedures as well as support the respond to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Support the development and management of agreements and other applicable contracts, inclusive of negotiations and implementation of terms and conditions.

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

Direct staff in preparing analysis, modeling complex relationships between assessment, levies and tax rates as well as provides sound recommendations and scenario analysis for possible program and fiscal pressures in order to achieve financial targets as well as coordinates the consolidation of all budget information including levy and taxation rate impacts.

Support the recommendation tax policy strategies to Council on matters such as residential phase-ins, tax ratios, mitigation of reassessment shifts, area rated programs, low income and disabled tax deferral program, senior's tax credit and vacancy rebates. Develop and propose policies for new tax policies.

Meet regularly with key departmental staff to ensure consistency of budget preparation, provide updates to guidelines and timetable.

Develop and nurture a work environment that is inclusive, respectful and motivating for staff as well as develops and empowers staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and direction.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Perform 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 management training and sound business administration 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 MBA) or an equivalent combination of education and related work experience.
2. Demonstrated experience in the development, management and oversight of Corporate-wide municipal capital, operating and rate budgeting.
3. Experience managing people, with strong, professional communication and writing skills
4. Highly developed analytical and financial analysis skills with a proven track record in financial modeling and long-term financial planning.
5. Working knowledge of debt management and financial control methodologies as well as experience in municipal capital and operating budget planning and reporting.
6. Highly developed knowledge and experience in accounting principles and practices as well as financial analysis, analytics, metrics as well as business case and planning development.
7. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
8. Able to communicate effectively at all levels of the organization, including verbal, written, listening; ability to prepare reports, presentation materials and present complex financial concepts effectively to non-financial audiences; effective facilitation, communication, presentation, interpersonal and diplomacy skills; ability to maintain confidentiality.
9. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Current and detailed understanding of the policy environment and government operations.
12. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization.
13. Strong understanding of the automated environment, with working knowledge of Word, Excel, PowerPoint, Outlook, PeopleSoft, other equivalent budget systems and software.

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