

Budget & Financial Analyst

Job Classification Title	BUDGET & FINANCIAL ANALYST AHO
Job ID #	2269497 X
Division	Affordable Housing Office
Section	Policy & Partnerships
Work Location	METRO HALL, 55 JOHN ST
Job Stream	Accounting/Finance
Job Type	Temporary, Full-Time
Temporary Duration	18 Months
Salary/Rate	\$86,795.80 - \$101,974.60 / Year
Hours of Work (bi-weekly)	70.00
Shift Information	Monday to Friday, 35 Hours
Affiliation	Non-Union
Number of Positions Open	1
Posting Date	10-Apr-2017
Closing Date	27-Apr-2017

Job Description

The **Budget & Financial Analyst** in the Affordable Housing Office will be managing the division's Operating Budget and the use of Federal, Provincial and City capital investments. This will include providing strategic financial advice to senior management and coordinating the full range of financial, accountability and human resource services to the division.

Major Responsibilities:

- Oversees the preparation, analysis, implementation, monitoring and reporting of the Affordable Housing Office's Operating Budget and use of capital investments in affordable housing following corporate, divisional and Federal-Provincial guidelines.

- Administers the division's budget, within approved budget limitations, variances, accounting, auditing, internal controls and all other related financial and data matters and systems, liaising as required with other divisions on interrelated issues and transactions.
- Conducts analysis and prepares reports on financial and data matters such as financial status, forecasts, cost-benefit analysis, value-for-money and variances.
- Establishes, monitors and modifies, as needed, financial and data control systems and measures to ensure effective program delivery of Federal-Provincial and City investments in affordable housing, in compliance with guidelines, policies, procedures and reporting requirements, and to ensure that year-end expenditures do not exceed approved budget allocations.
- Highlights to management relevant financial issues with strategic and operational impacts, and develops options to resolve issues and/or implement program policies and protocols.
- Prepares business cases, taking into account program needs and resource constraints, using financial models and sensitivity scenarios, and conducting research and alternatives analysis.
- Oversees data management systems, ensuring data integrity and continuous improvement, demonstrating the effectiveness and efficiency of divisional service delivery. Experience with performance metrics (e.g., Key Performance Indicators, Output Measures, Shared Outcomes). Conducts analysis, determines trends and projections, and prepares regular and specialized reports required by the Division, senior management, Council or Committees and Federal-Provincial partners.
- Administers and reviews internal control procedures and performs departmental audits and risk assessments. Recommends modifications / enhancements to ensure accountability and integrity of internal control systems and program delivery processes. Acts as contact for internal and external auditors reviewing Federal-Provincial and City investments.
- Prepares and/or reviews written materials such as briefing notes and staff reports to Council and Committees, the Mayor and Councillors or senior management related to financial matters.
- Participates in strategic complement planning including the AHO complement of staff and positions, and provides advice to the Division Head regarding sensitive confidential labour relations matters such as labour disruptions and expansion and contraction of complement.
- Supervises assigned portfolios, ensuring effective teamwork and communication, high standards of work quality and organizational performance and continuous learning. Participates in multidisciplinary, project-based team or corporate assignments as requested.
- Provides direction, training and a coordination role to divisional staff in budgeting, accounting, purchasing matters and data management. Reviews work assignments of support staff to ensure that reports are comprehensive and accurate.

- Establishes effective professional relationships with divisional and departmental staff, contracted agencies, Federal-Provincial counterparts, internal and external auditors, etc.

Key Qualifications:

1. Possession of a Chartered Professional Accountant (CPA) designation or the equivalent combination of a degree in accounting, financial management or business administration or other relevant discipline or equivalent combination of education and experience.
2. Considerable experience in financial analysis and forecasting, budget formulation, financial planning, financial controls, as well as preparing a variety of financial performance reports, briefing notes and presentations explaining and supporting analysis and recommendations.
3. Experience working with computer applications (i.e., SAP, MS Office Suite) that pertain to financial and accounting systems, processes, analysis and system controls.
4. Knowledge of generally accepted accounting principles (GAAP), the Public Sector Accounting Board (PSAB) standards and best practices.
5. Working knowledge of project methodology with skills in project management to assist in project planning and to manage deadlines and competing priorities.
6. Analytical, conflict resolution and problem solving skills, with the ability to develop, recommend and implement effective solutions.
7. Ability to conduct research or analysis with the ability to summarize quantitative and qualitative information.
8. Ability to communicate effectively, including highly developed writing, presentation and verbal communication skills.
9. Ability to interpret, understand and implement complex procedures and agreements and to initiate innovative ideas and provide strategic financial advice.
10. Excellent interpersonal skills with the demonstrated ability to establish effective working relationships with staff, internal and external clients.
11. Ability to work in a team environment managing multiple tasks under pressure, and to produce results within tight timeframes.
12. Sound judgement and the ability to handle matters of a confidential or sensitive nature.
13. Familiarity with Ontario Statutes, including Occupational Health and Safety Act, employment standards, labour and human rights, and other applicable government legislation.

To apply to this posting go to the City of Toronto website, or click on this link: <http://bit.ly/2o3yGSh> .

Please note that all applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume or to the one used to set-up their Candidate Profile if applying on TalentFlow. As an applicant, it is your responsibility to ensure that you check your email regularly.

The City of Toronto is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the City of Toronto's Accommodation Policy, a request for accommodation will be accepted as part of the City's hiring process.

To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Human Resources to support your request for accommodation.

If you are an individual with a disability and you need assistance or an accommodation during the application process, please email us at application.accommodation1@toronto.ca, quoting the job ID #2269497X and the job classification title.