



Position Title: Supervisor, Financial Planning and Business Support (2 Positions)

Position Status: Full-Time Regular

Department: Financial Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level 3 (\$108,607.20 - \$127,710.87 annually)

Our Financial Services Department is seeking two Supervisors, Financial Planning and Business Support who will play a pivotal role in supporting and guiding the organization's financial strategies and overall business planning to ensure financial sustainability and regional affordability. You will be instrumental in supporting financial stability and promoting informed business decisions through comprehensive financial planning and analysis.

You possess a blend of financial expertise, analytical skills, and leadership experience as you will be supporting departments to enhance financial planning processes, and ensure alignment with organizational and departmental goals. You value utilizing data to provide strategic insights to enhance financial performance.

The Supervisor, Financial Planning and Business Support reports to the Division Manager, Financial Planning and Business Support.

This role:

- Works collaboratively with the Division Manager to support the organization in the development, implementation and maintenance of Metro Vancouver's annual, five year and long-term financial plans and strategies while maintaining financial sustainability and affordability across the region.
- Oversees staff and provides strategic leadership and data to support the financial implications analysis of financial decisions. Leads and supports in critical and complex ad-hoc financial analysis requests as required; ensures that funding strategies are strongly aligned with financial modeling data; provides recommendations to resolve complex financial issues and re-sets financial forecasts based on input from the organization's operational areas and member municipalities.
- Supports the coordination of the development, preparation, analysis, business casing and ongoing review of the division's annual, five year and long-term financial planning process, including policy review, budget and capital planning processes and procedures, monthly reporting, annual forecasting and overall performance measurement tools and best practices. Reviews impact analysis and makes policy recommendations necessary to achieve the organizations long-term financial goals. Researches, develops and makes recommendations for guidelines for the

preparation of annual budgets. Works closely with purchasing and procurement to ensure corporate alignment, budget control and financial sustainability.

- Provides recommendations to the Division Manager on funding strategies on the annual, five year and long-term financial plan with support from relevant data. Examines financial modelling results and provides recommendations on how to address funding shortfalls and implement funding strategies that ensure financial sustainability.
- Develops and utilizes data and data techniques to drive decision making.
- Ensures appropriate controls are in place to minimize corporate risk and that processes are effective, efficient and compliant with policy. Reviews and approves recommendations to improve processes. Provides advice and receives feedback on risk tolerance.
- Recommends changes to bylaws, policies and procedures. Assists in the preparation of statutory and board and management reports relating to areas of responsibility and liaises with other departments to gather necessary information and facilitate changes affecting stakeholders throughout the organization.
- Hires, supervises and leads direct reports, monitoring performance in accordance with goals and objectives. Ensures adherence to corporate policies and collective agreements. Provides advice and guidance on problem situations and coaches and develops staff.
- Contributes to meeting the strategic goals and objectives of the department and the organization. Provides input and recommendations and upholds the department's and Metro Vancouver's reputation through positive and forthright dealings. Understands the organizational culture and the processes/mechanisms necessary to attain work objectives.
- Keeps current on applicable laws, statutes and acts associated with scope of responsibilities.
- Performs other related duties as required.

To be successful, you have:

- 5-7 years of recent, related experience supplemented by a university degree in a relevant discipline such as economics, commerce or business administration with a specialty in accounting; or an equivalent combination of training and experience.
- Chartered Professional Accountant designation or Masters in Business Administration or equivalent is an asset.
- Technical proficiency in the analysis of financial decisions. Demonstrated ability to make sound financial decisions; familiarity with municipal and regional district accounting practices.
- Sound knowledge of budgeting, business casing, and long term financial planning in a local government environment.
- Ability to interpret and apply relevant by-laws, regulations, statutes, policies and controls governing Metro Vancouver's financial operations.
- Ability to work under broad direction and use significant independent judgement to problem solve when more than one option is possible. Demonstrated ability to conduct research, analyze complex data and processes and interpret policy. Ability to identify cost saving opportunities and address emerging and changing corporate needs.
- Sound knowledge of financial markets and financial instruments; sound understanding of economics and financial forecasting.
- Excellent written and oral communication skills including and ability to effectively listen, persuade others, and support the resolution of problems. Ability to effectively lead working groups and meetings.

- Demonstrated ability to build and maintain effective working relationships with internal and external contacts. Strong ability to work effectively in a team oriented work environment. Ability to effectively deal with disagreements and prevent the escalation of conflict.
- Ability to meet timelines and objectives requiring persistence to overcome obstacles.
- Practical knowledge of a complex Enterprise Resource Planning solution (ERP).
- Proficiency using Microsoft Office programs including Word, Excel and Outlook.
- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by April 30, 2024.