



Position Title: Division Manager, Financial Planning and Business Support

Position Status: Full-Time Regular

Department: Financial Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Management / Leadership, Level 4B (\$150,105.67 - \$176,586.01 annually)

Our Financial Services Department is seeking a Division Manager, 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 are: an experienced leader with a blend of financial expertise, analytical skills, and business acumen as you will be collaborating with various departments to enhance financial planning processes, and ensure alignment with organizational goals. You value data to support decision making and utilizing data to provide strategic insights to enhance financial performance

The Division Manager, Financial Planning and Business Support reports to the Director, Financial Planning and works closely with the CFO/GM of Financial Services.

This role:

- Leads one of the Financial Planning and Business Support Divisions within the Financial Services department and supports 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.
- Manages a team of professional staff and leads the provision of strategic support and data to support the financial implications analysis of all major financial decisions. Leads in critical and complex ad-hoc financial analysis requests as required; ensures that funding strategies are strongly aligned with financial modeling data; resolves complex financial issues and re-sets financial forecasts based on inputs from the organization's operational areas and member municipalities.
- Accountable for the division's budget preparation, reporting and resource allocations. Monitors and controls spending ensuring the effective and efficient expenditure of funds within the approved budget.

- Coordinates and provides direction for the development, preparation, analysis, business casing and ongoing review of the divisions 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 Director and CFO 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 may be called upon by the board or other management groups to answer questions. Liaises with other departments to gather necessary information and facilitate changes affecting stakeholders throughout the organization.
- Hires, supervises, directs and develops staff monitoring performance in accordance with goals and objectives. Ensures adherence to corporate policies and collective agreements. Leads, coaches, and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce encouraging staff to pursue opportunities that complement their skills and experience.
- Works collaboratively to resolve complex technical or interpersonal issues staff encounter while doing their work. Facilitates information sharing to transfer knowledge and experience and increase the efficiency and effectiveness of the team. Establishes effective working relationships with external contacts as well as other internal departments.
- Participates in managing departmental and corporate initiatives and contributes to meeting the strategic goals and objectives of the department and the organization. Collaborates and works closely with all members of the financial services team on year end requirements, budgeting, forecasting, reporting and ongoing treasury functions. 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.
- Performs other related duties as required.

To be successful, you have:

- 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 an equivalent level of education relevant to the position is preferred.
- Considerable technical expertise in the analysis of financial decisions. Demonstrated ability to make sound financial decisions; familiarity with municipal and regional district accounting practices.

- Considerable knowledge of budgeting, business casing, and long-term financial planning in a local government environment.
- Considerable knowledge of and ability to interpret and apply relevant by-laws, regulations, statutes, policies and controls governing Metro Vancouver’s financial operations.
- Sound knowledge of financial markets and financial instruments; sound understanding of economics and financial forecasting.
- Excellent written and oral communication skills including the ability to train others and effectively implement changes to work processes and procedures. Ability to write reports and communicate complex information and implications to diverse audiences.
- Demonstrated ability to build and maintain effective working relationships. Skill in dealing openly, tactfully and sensitively in a variety of situations and responds effectively to emotional triggers in self and others.
- Proven ability to use judgment to resolve complex problems with diverse implications; ability to develop new procedures and plans to address problems and improve efficiencies considering the long-term implications of decisions and actions.
- Ability to manage a diverse and complex portfolio of work while establishing ambitious and challenging goals; demonstrates persistence in overcoming obstacles. Demonstrates flexibility and is able to adapt to rapidly evolving business needs and external economic conditions.
- 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 24, 2024.