



BUILD A CITY. BUILD A FUTURE.



Financial Planning & Analysis Manager

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

Reporting to the Director of Finance, this position will lead and manage the Financial Planning and Analysis functions for various departments in the City. The Financial Planning & Analysis Manager will be involved in day-to-day operations for various departments, including preparation of their budgets, performing periodic financial analysis (monthly, quarterly and annual), meeting with departmental managers and General Managers to discuss variances, and addressing any other finance related operational needs for these departments.

EMPLOYMENT STATUS

Exempt – Regular Full-Time

RESPONSIBILITIES

- Manages, supervises, and directs the work of staff responsible for financial planning and analysis for various departments.
- Supervises and coordinates the daily activities of the Section, including answering staff inquiries, ensuring procedures are adhered to and offering assistance to departmental stakeholders.
- Contributes to managing transactional processes, makes recommendations for improvements to strengthen internal controls and works collaboratively with Finance and departmental teams and management to ensure processes are effective, efficient, and compliant with policy.
- Reviews and assists in preparation of budget documents, ad hoc reports and various periodic financial reports, including internal monthly and quarterly reports.
- Assists in preparing reports and presentation materials for the Finance Leadership Team, as required.
- Responsible for maintaining and updating relevant City policies, procedures, and guidelines.

QUALIFICATIONS

- Bachelor's degree in a related discipline from a recognized post-secondary institution
- Completion of the Chartered Professional Accountant (CPA) designation
- 7 years of related experience, including a minimum of 2 years of management experience
- Expertise in financial planning and analysis
- Knowledge of best practices related to financial controls and processes
- Effective communication skills
- Ability to multi-task
- Strong decision making and problem-solving skills
- Ability to foster strong working relationships

Additional Info

- M3 - \$130,501 - \$153,530

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 5986.

This Posting Closes on June 26, 2024.