



**Position** Financial Planning Analyst (16 Months Contract)  
**Department** Executive Services

### Position Summary

Under the supervision of the Supervisor, Financial Reporting, the Financial Planning Analyst is responsible for providing program specific financial support in the areas of budget, reporting, and business case analysis to Departmental and Divisional management teams and Project Managers.

### Key Responsibilities

Provides consultation and integrated financial services, ensuring required financial supports are in place for departments to achieve their business goals and objectives.

- Acts as first point of contact for departments and project managers for day-to-day issues with financial implications.
- Recommends and executes policy, process, and procedure improvements to enhance operations of respective departments, working with Departmental staff to understand needs and provide expert advice, and developing communication strategies to ensure department staff are informed.
- Participates in new department initiatives (new systems, new business initiatives, rate setting, etc.), ensuring integration of financial systems.
- Provides commentary to departments on draft Council reports including financial impacts.
- Provide training to departmental staff to foster teamwork and maintain standards.

Provides financial and budget analytical support, working with departmental program/project managers.

- Completes monthly and/or quarterly variance analysis.
- Builds models and develops internal financial reports to assist departments in managing their business on an on-going basis as well as to help them forecast projections of revenues and expenses
- Coordinates the annual budgeting process (operating and capital), building models and providing guidance on required assumptions to assist in the preparation of budgets of revenues and expenses
- Analyzes/reviews budget submissions for compliance with Council approved guidelines
- Maintains information related to tangible capital assets including all transactions for acquisitions and disposals
- Liaises with external auditors annually for audit and supports year end reporting process
- Provides financial analysis and reporting related to procurement matters
- Liaising with and providing functional guidance to Department staff in compliance with the Council approved bylaws and policies
- Assists with the preparation of reports to Council

Prepares program specific external reporting such as provincial and federal grant fund reporting as well as responding to requests from agencies such as Statistics Canada

- Leads the coordination, preparation and submission of external documents to the respective agencies in accordance with agreements

- Collaborates with Departments to ensure complete and accurate submissions
- Liaises with program specific agencies as needed to clarify and provide information.

Acts as a financial liaison on various projects and studies such as Asset Management Planning, Fiscal Impact Studies, Development Charges Study, Equipment Rate Reviews and User Fee updates

- Develops financial models and performs analysis in alignment with strategic objectives and financial policies
- Coordinates the preparation of consultant information requests with Departments and reviews data for reasonability
- Reviews and comments on analysis and reports prepared by the consultant

Identifies opportunities for process improvements.

- Investigates and leads process improvements, economies of scale, etc. that provide financial benefit to the department and taxpayer, conducting analyses and recommending actions to be taken.
- Researches issues/best practices and develops recommendations to be applied in both financial reporting and business processes.

### **Education and Experience**

- Post-secondary degree in Business, Finance and/or Accounting
- Three (3) years' experience in financial analysis, budget preparation, capital asset accounting, variance tracking and developing and working with financial models
- Three (3) years' experience in municipal finance is preferred
- Professional accounting designation (CPA) or progressing toward completion of designation is an asset
- Knowledge of external regulations, such as the Municipal Act, the Public Sector Accounting Standards, and all other regulations impacting the accounting and reporting of municipalities
- Advanced analytical skills
- Proficient in Windows based software including Microsoft applications, advanced proficiency in Excel
- Experience with financial software (such as FMW and CMiC)
- Excellent communication and interpersonal skills; Ability to work well independently and as a team member or leader with equally successful results
- Strong time management, organization and problem solving skills

### **What We Offer**

This 19 month contract position is eligible for the following:

Annual Salary Range: \$84,493 - \$105,615 (based on a 35 hour week)

- Payment in Lieu of Benefits and participate in the OMERS pension plan
- Paid time-off (vacation and incidental time)
- Hybrid work environment

## **About Milton**

At the Town of Milton, we provide excellent and sustainable municipal services to foster a vibrant and inclusive community where residents thrive, businesses flourish and nature is cherished.

We are laying the groundwork for our vision for Milton 2051: a safe, diverse and welcoming community that respects its natural beauty and heritage, supports a range of neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.

## **How to Apply**

Interested applicants should apply online at [www.milton.ca](http://www.milton.ca) under the Employment Opportunities section. The job posting closes at 12:00 am on November 13, 2024. Interested applicants, please ensure to apply by 11:59 pm on November 12, 2024.

If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection