

TOWNSHIP OF WOOLWICH

POSITION DESCRIPTION

Date:	October 2024
Position Title:	SENIOR FINANCIAL ANALYST
Department:	FINANCE DEPARTMENT
Immediate Supervisor:	DIRECTOR OF FINANCE

SCOPE OF POSITION RESPONSIBILITIES:

Reporting directly to the Treasurer, the Senior Financial Analyst assists with the development of long-term financial plans, models, and policies to ensure the financial sustainability of the Township.

The Senior Financial Analyst undertakes various tasks, projects, and responsibilities as assigned by the Director of Financial Services / Treasurer including but not limited to; helping with budget preparation, providing analysis and assistance to other departments, financial forecasting and utilization of various plans in the formulation of the budget (i.e. Asset Management Plan, Master Plans, etc.), preparing, reviewing, authorizing, and reconciling various financial transactions, and reviewing and making recommendations for financial policies and procedures.

MAJOR RESPONSIBILITIES/ACCOUNTABILITIES:

- Investment and cash flow management. Responsible for managing cash flow, overseeing the current investment portfolio.
- assisting the Treasurer developing long term capital financing plans and identifying funding sources including reserve forecasts and debt models to understand financial capacity limits.
- Assist the treasurer in updating financial policies and identifying and implementing finance process improvements.
- Assist the Treasurer and other departments to in developing department and corporate budgets, including debt and capital funding models and improve the budget development process
- Assist departments to understand the impacts of major capital projects and plans including growth and development.
- Assist departments and finance staff with grant applications and related reporting requirements
- Assist management staff with budget preparation and monitors financial status for assigned projects taking appropriate actions to ensure adherence to the approved budget
- Practices effective public relations to sustain the positive image of the Corporation of the Township of Woolwich
- Perform ongoing budget, revenue and expenditure studies, general ledger and financial analysis, and prepare reports as necessary
- Assist in the year-end accounting processes and analysis and preparation of year-end financial statements and Financial Information Return (FIR)
- Perform other duties as assigned

PREREQUISITE QUALIFICATIONS:

Knowledge:

- Strong knowledge of business processes and financial management methods
- Understanding of investment practices and ability to manage cash flows
- Good understanding of municipal government, its operations and services
- Good understanding of PSAB and other financial requirements
- Knowledge of financial and reporting software

Education:

- Post secondary degree in accounting or a related field (accounting/ commerce / business administration)

Certification/Designation:

- Completion or near completion of a professional accounting designation (CPA) is required

Experience:

- 5 or more years of experience in financial analysis preferably in a municipal or public sector environment

Skills:

- Sound technical knowledge and understanding of financial matters
- Strong financial and data analysis skills
- Ability to create financial models and deal with complex financial analysis
- Strong interpersonal skills and ability to work in a team environment
- Research, analytical, problem solving and decision-making skills
- Communication skills (listening, writing, verbal)
- Strong policy development and report writing skills
- Must have strong time management and organizational skills

WORKING CONDITIONS:

No unusual working conditions.

CLASSIFICATION:

Non-union/union: Non-union – 35 hours per week

Supervision: This position does not supervise

Rating: Level 5