



Job Description

Working Title:	FINANCIAL ANALYST
Position Type:	PERMANENT
FTE (ie: 1.0, 0.5):	1.0
Classification:	LEVEL 5
Division:	FINANCIAL SERVICES
Department:	CORPORATE SERVICES
Reports To:	SENIOR FINANCIAL ANALYST
<input checked="" type="checkbox"/>	New Position
<input type="checkbox"/>	Update of current position
<input type="checkbox"/>	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION I: PURPOSE OF POSITION

Reporting to the Senior Financial Analyst, this position provides financial analysis, modeling, forecasting, and grant oversight to support strategic and operational decisions. This position plays a key role in development of operating and capital budgets, long range financial planning, utility rate and funding models, and corporate financial reporting. The Financial Analyst delivers timely, accurate and insightful financial information that enables proactive responses to fiscal pressures, policy change, and strategic opportunities. The role requires strong analytical capability, system proficiency and ability to translate complex financial data into clear, actionable insights for management and Council.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
	Maintenance and Utilization of Systems: <ul style="list-style-type: none"> Systems analyst and financial system maintenance Utilization of the system to build reporting and analytics Implement and activate system modules and functionality
	Grant Management: <ul style="list-style-type: none"> Monitor grant timelines and ensure compliance with funding requirements and reporting obligations Identify and track grant opportunities relevant to Town priorities and projects. Completes grant reporting and ensure appropriate financial tracking and recognition
	General Accounting: <ul style="list-style-type: none"> Support audit requirements through reconciliations, schedules and reporting Recognition and maintenance of capital assets Provide analytical support to ensure compliance with public sector accounting standards.
	Financial Modeling: <ul style="list-style-type: none"> Creates and maintain complex financial models, including utility rate models and offsite levy model Provides scenario modeling and break-even models to support business units Prepare what-if analyses and financial scenarios to support decision-making. Support strategic decision making Cash flow
	Budget and Forecasting: <ul style="list-style-type: none"> Develop and maintain multi-year (3-5 years) operating and capital financial models. Support the annual budget process through data analysis, narrative development, and departmental coordination. Conduct long-range forecasting for revenues, expenditures, and capital needs. Analyze trends, cost drivers, and financial risks to support internal recommendations. Present financial insights in a clear and concise format for management and Council. Support business case development, rate reviews, and funding model evaluations. Support the preparation and coordination of grant applications, including financial data and narratives. Acts as a financial liaison to departments, improving accuracy and engagement in the budget process and supporting business case development.
	Other: <ul style="list-style-type: none"> Performs other related duties as assigned by the Senior Financial Analyst and within the scope of this position. Provides back-up support for other positions as required

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4: QUALIFICATIONS

<p>Level of education and experience required:</p> <ul style="list-style-type: none"> • Related Bachelor Degree in Finance, Accounting or related discipline • 3-5 years of progressive experience in financial analysis, planning, or budgeting, preferably in a municipal or broader public sector setting. • Demonstrated experience with budget development, financial modelling, forecasting, and data analysis. • Exposure to capital planning, grants management, and financial reporting systems is an asset.
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<p>Required designations, licenses, Certificates required:</p> <ul style="list-style-type: none"> • Completion of a CPA, CFA Level I, MBA or another relevant designation is preferred.

<p>Required Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • Advanced proficiency in Excel and financial modelling. • Strong understanding of ERP systems and budgeting tools • Strong communication and collaboration skills, especially in cross-departmental settings. • Analytical thinker with the ability to present financial insights clearly for decision-making. • Ability to manage multiple priorities and deadlines in a dynamic environment. • High attention to detail while maintaining a strategic perspective. • Comfortable working in a dynamic environment with evolving priorities, especially during budget cycles or when supporting multiple departments.

<p>Software/Technology</p> <ul style="list-style-type: none"> • Experience working with modern attribute-based accounting systems • Strong understanding of how system configuration works and is linked between modules • Proven ability to research, evaluate, and implement system functionalities and enhancements • Expert in Microsoft Office applications (Word and Excel)
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PHYSICAL EFFORT

<input checked="" type="checkbox"/>	<p>Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour). Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine</p>
<input type="checkbox"/>	<p>Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.</p>
<input type="checkbox"/>	<p>Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment.</p>

	Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
WORK ENVIRONMENT	
<input checked="" type="checkbox"/>	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
<input type="checkbox"/>	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
<input type="checkbox"/>	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.