

Senior Financial Analyst

DEFINITION

This is supervisory and/or specialized professional level work in the field of rates, financial planning, taxation and policy development.

Employees in this class are responsible for the overall co-ordination of studies related to the development of rate structures, pricing models, cost allocation models, defining business policy and strategic alternatives based on changes in the clients' business environment or complex analysis of financial data dealing with tax legislation. Employees may act as financial planning specialists, tax consultants or work in major impact areas of a diversified rate, regulatory or planning section.

Work centres on the responsibility for development and/or the design of models and systems necessary to compile, maintain and adjust financial plans and policies. The work output of employees usually requires a high degree of internal contact, as well as interaction outside the framework of City operations.

Some positions will exercise direct supervision over subordinate professional analysts, senior technicians or other project staff. Other positions will work in highly specialized and complex areas and therefore, will co-ordinate and review the work of employees not under their supervision.

The distinguishing features of this class are the overall scope and impact of the work performed as determined by the effect of recommendations on department and/or corporate affairs, the supervision exercised and received, the greater use of theoretical concepts and formulas, the higher level and frequency of internal and external contacts, the need to lobby tax officials and negotiate tax resolutions, and the nature of the work assigned.

TYPICAL DUTIES*

Co-ordinates and reviews the work and activities of other professionals, technicians or other project staff; defines and designs project definitions and prepares models of problem areas; specifies manipulative or computational methodology and procedures; determines research base, suggests areas of pertinent data, prepares estimates and forecasts using past, current and future trends.

Consults or liaises with departmental and corporate managers and regulatory agencies on a regular basis; reviews and critiques the work of consultants, departmental staff and others to perform research and special studies or other work as required.

Meets with various levels of management to discuss results of studies, analyzes or reviews to modify or develop new financial and economic models necessary for measuring cost and revenue elements, rates increases or the requirement for new or modified plans; develops departmental and corporate strategies; plans and evaluates strategic options.

Prepares and/or reviews various regulatory filings, position papers, resolutions and/or various reports recommending financial planning strategies, tax applications, justifications and related issues.

Prepares resolutions, ruling requests, position papers, and other submissions to federal government tax officials or municipal organizations regarding the correct tax interpretation and accounting as it relates to municipal activities.

Devises methods for collecting and analyzing background material on fiscal, administrative or economic developments; applies or develops mathematical formulas, operations research and other statistical techniques; tests and evaluates theories used and solutions developed.

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Develops time and cost networks such as: program evaluation and review techniques, time and motion projects, cost-benefit analyses, cost allocation and contribution margin models, determines design configuration, processes and systems to be used; flow charts manpower, equipment usage, materials requirement, etc.

Interprets effect of government, civic, departmental and other regulations and restrictions on fiscal policies and procedures; prepares reports and/or presents guidelines, standards and policies describing studies to senior management.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of financial studies, analysis procedures and best practices.

Considerable knowledge of time and cost networks.

Comprehensive knowledge of departmental, civic and governmental policies and regulations. (MGA, Excise Tax Act, Income Tax Act).

Considerable knowledge of simulation, modelling operation research and statistical techniques.

Ability to communicate, orally and in writing, sophisticated financial models to management, financial and operations' staff.

Ability to establish and maintain effective relationships with all levels of City personnel, and/or federal government tax officials, and other members of commodity tax community.

Technical proficiency in major financial and analytical software systems.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

University degree (preferably at the Master's level) and/or a professional accounting designation (CA/CMA/CGA) with a University degree (bachelor or applied) in a discipline as required by area of specialization and a minimum of six (6) to eight (8) years in directly related working experience is required.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1335		1336	
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Originated:	1998-12			