



CITY OF  
PRINCE GEORGE

---

# ROLE DESCRIPTION

---

**JOB TITLE:** STRATEGIC FINANCIAL ANALYST

**DIVISION:** FINANCIAL PLANNING

**DEPARTMENT:** FINANCE DEPARTMENT

**SCHEDULE:** EXEMPT

---

## **GENERAL ACCOUNTABILITY:**

The incumbent is responsible for providing sound financial analysis to ensure informed decision-making on City strategies, policies, projects and priorities by Council and all levels of management. The incumbent leads the five-year capital and operating financial planning and tax rate setting processes, and develops guidelines and controls to ensure the prudent fiscal management of the City's services and assets. The Strategic Financial Analyst consults with internal and external stakeholders in the development of various financial strategies, and manages corporate investments in support of strategic priorities' financing requirements.

## **ORGANIZATION STRUCTURE:**

This position reports to the Director of Finance and supervises the Financial Analysts.

## **NATURE AND SCOPE:**

The Strategic Financial Analyst provides financial planning expertise to the organization and acts as a partner in the development of business case requirements for City initiatives, services and projects. The incumbent consults with internal and external stakeholders and collaborates in the development of various financial strategies. He/she performs complex financial analysis, develops major financial and budgetary policies and protocols, and ensures systems and controls are developed and implemented throughout the City to support decision-making requirements. The incumbent provides leadership to the organization in the development of procedures and reports to streamline processes, eliminate redundancies, and optimize the use of technology as it relates to the annual budget cycle. He/she works with budget holders and support staff to automate various processes and ensure that proper controls are in place and followed.

The Strategic Financial Analyst provides short and long term financial planning analysis based on economic indicators, systemic trends, sound financial management principles, affordability and service delivery needs. The incumbent leads the development and presentation of the City's annual capital and operating budgets and tax and utilities rate structures, ensuring that budgets are linked to strategic objectives and Council priorities.

The Strategic Financial Analyst provides financial analysis and advice to various City departments, oversees the coordination and preparation of budget materials, and tracks and maintains all financial information and decisions made during the budget process. He/she provides senior level counsel in the budget review process, responding to and/or anticipating

budgeting issues and requests for information and provides detailed costing in support of collective bargaining, reorganizations, staffing level changes, and severances.

The Strategic Financial Analyst is responsible for overseeing the administration of budgets throughout the year and reports on variances, revenues, trends and financial performance. The incumbent identifies issues and addresses them with the Director of Finance for proactive resolution, and adjusts budgets throughout the year in response to changing circumstances. The Strategic Financial Analyst keeps abreast of strategic issues to support his/her financial advisory role with internal clients.

The incumbent maintains the capital expenditure program and prepares material for review and consideration. He/she determines appropriate financing, including debt, available internal reserve funds, leasing and grants. The incumbent monitors capital project accounts, arranging funding as work progresses, and provides periodic reports of accounts' status. The incumbent also manages corporate investments in support of the City's financing requirements. The Strategic Financial Analyst is responsible for debt payments and records, tracks refunds of debt reserve and sinking funds, and compiles projections on future debt payments.

The incumbent provides leadership, direction, coordination of activities, assignment of tasks and daily supervision to the Financial Analysts. The incumbent is responsible for hiring, orientation, performance evaluation, training, scheduling hours, approving leave and, as required, progressive discipline.

The Strategic Financial Analyst liaises with and supports the other exempt positions in Finance throughout the year, in the preparation of the Annual Financial Statements, and during the Audit process. The Strategic Financial Analyst also liaises with and supports the Manager, Communications in the development and delivery of the City's finance-related public consultation processes.

### **CONTACTS:**

The Strategic Financial Analyst has significant contact with various levels of management and staff within the organization as well as from external agencies and other government bodies.

The incumbent is expected to act in a proactive manner within the overall departmental team and City organization. There is a strong emphasis on communication and on building and maintaining positive, professional relationships with both internal and external customers.

### **QUALIFICATIONS:**

**Education:** Completion of a Bachelor's degree in Commerce with a Major in Finance or Accounting, or equivalent educational qualifications in a relevant discipline. A professional accounting designation is considered an asset.

**Experience:** A minimum of five years of related experience. Considerable experience conducting financial analysis and proposing effective strategies. Demonstrated experience in preparing comprehensive reports and analyzing, interpreting and summarizing information for supporting decision making regarding financial, budgetary, policy and/or service issues.

Critical attributes include:

- Comprehensive understanding of the technical and operational issues facing a municipality that includes: service delivery; strategic and service planning; financial and project management; and development of best practices.
- Considerable expertise in the principles and practices of multi-year service based performance budgeting, financial planning/management processes, generally accepted budgeting principles and standards, and financial systems with particular reference to public sector organizations.
- Considerable expertise with computer applications related to the work, including large accounting and budgeting/financial systems such as JD Edwards and Microsoft Excel.
- Proven research and analytical skills to support policy development and application activities and the ability to conceptualize and develop options and recommendations to support decision making.
- Ability to handle multiple tasks concurrently with shifting priorities and firm deadlines, operating as a fully accountable leader.
- Discretion in handling confidential matters, tact, and diplomacy.
- Demonstrated ability to establish effective working relationships with staff, client departments, outside agencies, elected officials, other orders of government and the public.
- Resourceful and able to apply continuous improvements to processes.
- Strong customer service orientation.
- The ability to openly and respectfully communicate in a way that promotes understanding in both verbal and written form.
- Exceptional interpersonal skills.
- Strong organizational skills.
- Demonstrated initiative and the ability to function in an independent manner.
- Sound problem solving and decision making abilities.

Driver's License: No.

Vehicle Usage: No.

Police Information Check: Yes. As a condition of employment, the incumbent must be able to obtain and maintain a Police Information Check

Prepared by: Kris Dalio

Date prepared: August 14, 2014

Revised by: Kris Dalio

Date revised: May 2022