



## **JOB DESCRIPTION**

**TITLE:** FINANCIAL ANALYST

**DEPARTMENT:** Finance

**LEVEL:** 14 (subject to JE)

**Position Last Evaluated: Dec 2014**  
**Job Desc. Last Updated: Aug 2016**

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### **JOB SUMMARY**

Reporting to the Deputy Director, Financial Services, the incumbent is responsible for planning, coordinating and administering the budgetary systems and documentation for the City of Nanaimo. The Financial Analyst will work closely with City staff at various levels, seeking and soliciting co-operation and information and participate in problem solving efforts, to complete the financial planning model. The incumbent will also be responsible for Identifying sources of grant funding available to the City of Nanaimo and work with departments throughout the City to apply for and administer the various grants. The incumbent ensures that applications and funding claims are submitted according to the grantors' requirements.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Reviews, evaluates and compiles information from a number of sources, including municipal staff, other governments and private agencies.
2. Provides direction and assistance to other departments in preparing their budget submissions; prepares budgets for fiscal services; assembles and reviews budget submissions from all departments; prepares budget document and supporting documentation.
3. Develops and maintains a long-range integrated planning model; evaluates, analyses and reports on results of financial forecasts, including variances and trends; reviews results with department staff.
4. Reviews, evaluates and reports on a variety of finance-related issues, including program and project cost/benefit analysis, statistical information, process re-engineering projects and contract negotiation costs.
5. Participates in reviews, examinations and testing of current and proposed departmental systems and computer applications, including recommending changes to improve upon internal controls and/or efficiencies.

**TYPICAL DUTIES AND RESPONSIBILITIES (Cont)**

6. Actively researches and reviews potential sources of grant funding that are relevant to current and future projects for the City of Nanaimo. Liaises with external agencies for current grant applications as well as seeking out potential grant information and opportunities. Ensures the relevant City of Nanaimo Departments are advised of current and emerging opportunities. Ensures that the City of Nanaimo is registered as a potential recipient of information on any grants and awards.
7. Develops business processes consistent with City of Nanaimo Finance Policies for administering grant applications.
8. Liaises with various departments in ensuring funding grants are applied for in appropriate manner and all the requirements are met. Ensures staff fully understands the context of each grant opportunity and the grantor's requirements in submitting applications. Provides assistance in ensuring that all grant applications are approved by the City's governance structure and forwarded to the grantor for consideration.
9. Attends meetings of Council, committees of Council and associated bodies at the direction of the Deputy Director, Financial Services and provides advice and guidance as required.
10. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of accounting theory, principles, practices and procedures.

Thorough knowledge of both personal and mainframe computer applications; ability to develop new systems and procedures to meet changing information needs.

Ability to produce concise and complex financial reports.

Ability to interpret, explain, report on and provide advice on a variety of accounting, budgetary and financial management issues, including departmental rules and regulations.

Ability to maintain effective working relationships with all levels of municipal staff and with various external parties.

Ability to communicate, understand and effectively give, as well as carry out, oral and written communications.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to work with a minimum of supervision and be self-motivated.

Strong leadership skills in planning, prioritizing, organizing and controlling; ability to work within deadlines.

Advanced computer skills in accounting and spreadsheet applications.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)**

Persuasive diplomacy required when recommending, clarifying or negotiating matters with others.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Professional accounting designation (CPA).

Minimum 4 years' experience in a variety of complex accounting practices in a computerized environment.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.