

Senior Financial Planning Advisor

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, Ontario M3C 2H4 (Don Mills and Eglinton)
Starting Salary:	\$78,673 per year
Hours of Work:	36.25 per week
Posting Date:	March 27, 2024
Closing Date:	April 10, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Finance, Procurement and Logistics Division of Elections Ontario (EO) is seeking a highly motivated professional for the position of Senior Financial Planning Advisor. In this position, you will be responsible for: providing strategic financial and business planning advice to support EO senior leadership decision-making and to design, develop, lead and maintain strategic and operational financial planning initiatives to ensure that finance, business and planning functions are in alignment with EO's strategic business goals and objectives; developing and monitoring the financial analytics framework that ensures the effectiveness of financial planning, variance analysis, resource allocation and its utilization.

What to expect in this role

Reporting to the Manager, Budgeting and Reporting, you will:

- Provide leadership to EO's annual financial planning processes and provide technical leadership, advice, and expertise to the Manager, and EO's senior leadership on financial, budgeting and operational services to ensure financial planning and business activities (including financial planning for electoral event delivery) comply with financial directives, business plan commitments and meet EO's business and operational requirements, goals and priorities.
- Provide strategic advice and leadership to EO business units related to business and financial planning activities and prepare and coordinate the development of

financial proposals to ensure proposals are aligned with EO priorities, corporate policies/strategies.

- Work in consultation with EO business units to develop business plans and proposals for EO initiatives, prepare issues notes/requests for new/revised funding.
- Review and provide strategic advice and coordination for the development and reporting of EO program performance measures and achievements, and promote the development and implementation of performance measurement and management practices throughout EO and markets performance measurement as a tool to aid in priority setting and decision-making.
- Support and provide controllership oversight to EO programs to facilitate compliance with stewardship, best practices, and modern controllership principles.
- Develop and monitor financial forecast control systems and analyze financial activities to identify expenditure variances and anomalies. Establish expenditure controls points, conducts regular reconciliations, and resolves discrepancies.
- Support the establishment of processes, directions, and financial policy/program frameworks for EO financial, business planning and related exercises and lead the design, development, implementation, and maintenance of a financial-analytics framework to ensure effective utilization of financial resources of EO.
- Coordinate the preparation of/prepare draft EO's reports (e.g. Public Accounts – Vol. 1 and 3, Public Disclosure Reports) as required for tabling in the Legislative Assembly and for publication on company website by Chief Electoral Officer.
- Provide operational and functional guidance to Finance Unit team members and temporary staff.
- Provide project management support and financial planning and management expertise to the Manager, Budgeting and Reporting, EO managers and SLT regarding the financial, business, and operational planning aspects of EO projects, often of a complex nature.
- Undertake special accounting tasks, related activities and analyses as requested by the Manager, Budgeting and Reporting. Assist in establishing appropriate financial controls and with the preparation of financial statements and related supporting schedules to prepare for annual audits.

What you need to qualify

- Demonstrated knowledge of Generally Accepted Accounting Principles, financial management and planning principles, practices, methods and related legislation to provide leadership, expertise and advice on annual financial planning processes and financial services and operations including strategic and operational financial planning activities, multi-year planning, estimates,

allocation, forecasting, business case development, cost benefit analysis, trending, performance monitoring and program evaluation.

- Demonstrated knowledge of government accounting and budgeting processes and accounting principles and practices and decision making processes to: provide strategic advice and leadership to business clients/stakeholders' on related business and financial planning activities; coordinate/prepare financial proposals; develop business plans and proposals for EO initiatives; prepare submissions and reports and statements for inclusion in Estimates and Public Accounts; assist with preparation for the financial audit.
- Demonstrated knowledge of strategic planning, performance evaluation and measurement principles, practices, and techniques to provide strategic advice and coordinate the development and reporting of program performance measures and develop and implement performance measurement and management practices throughout EO.
- Leadership skills to provide operational and functional guidance and advice to team members and temporary staff.
- Attention to detail and well-developed communication skills to effectively liaise with EO management and staff.
- Interpersonal, negotiation and consultation skills work effectively with and establish strong working relationships with all EO stakeholders (including senior leadership, EO management and staff) to provide expert advice and guidance on financial planning and budgeting process, variance analysis, processes, procedures, and policies.
- Comprehensive understanding of the principles of business information systems, data structures, and financial data processing techniques to ensure accurate data handling.
- Advanced proficiency in spreadsheet-processing software, including data querying, and advanced data analysis techniques to efficiently analyze large datasets, build reporting dashboards and generate insightful reports.
- Proficiency in utilizing computer applications for financial system management to ensure appropriate data maintenance and to create required analyses and reports.
- Must be legally entitled to work in Canada.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.



Please submit your cover letter and resume as one attachment, quoting File #EO-2024-54 in the subject line, to hr@elections.on.ca no later than **April 10, 2024**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.