

Senior Financial Planning Advisor

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, Ontario M3C 2H4
Salary Range:	\$84,478 to \$124,487 per year
Hours of Work:	36.25 per week
Posting Date:	January 27, 2026
Closing Date:	February 9, 2026

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.

At the heart of our work is a commitment to democracy- 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 team is seeking a highly motivated Senior Financial Planning Advisor to provide strategic financial and business planning advice to senior leadership. This role leads strategic and operational financial planning initiatives, develops financial analytics frameworks, and ensures alignment with EO's business goals.

What to expect in this role

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

- Lead EO's annual financial planning and budgeting processes, providing expert technical advice to the Manager and senior leadership on financial, budgeting, and operational matters.
- Provide strategic advice and leadership to EO business units, supporting integrated business and financial planning and the development of financial proposals aligned with EO priorities, policies and strategies.
- Translate complex financial data into clear, concise and compelling presentation decks, briefing materials, and financial proposals for senior leaders.

- Support and provide controllership oversight to EO programs to facilitate controllership, compliance, and stewardship best practices.
- Support the establishment of processes, directions, and financial policy/programs, and maintenance of a financial-analytics framework to ensure effective utilization of financial resources of EO.
- Act for the Manager, as required, and provide operational and functional leadership to the Budgeting & Reporting unit.

What you need to qualify

Technical Knowledge and Experience

- Minimum five (5) years of progressive experience in financial management and planning.
- CPA designation, or currently in final stages of completion, is preferred.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP), financial management and planning practices, and relevant legislation.
- Demonstrated experience with government accounting, budgeting, and financial planning processes, including Estimates and Public Accounts.
- Knowledge of performance measurement and program evaluation principles.
- Advanced proficiency in spreadsheet and financial analysis tools; experience with financial systems and reporting applications.
- Comprehensive understanding of the principles of business information systems, data structures, and financial data processing techniques to ensure accurate data handling.

Leadership and Communication

- Demonstrated ability to provide strategic financial advice and support business and operational planning activities.
- Proven experience in developing and delivering executive-level presentations and briefing materials. Strong ability to communicate complex financial information and recommendations effectively.
- Strong communication, interpersonal, and consultation skills to work effectively with management, staff, and senior leadership.
- Demonstrated leadership skills to provide operational and functional guidance to team members and temporary staff.
- High attention to detail, strong analytical skills and sound professional judgement.



Eligibility

- Must be legally entitled to work in Canada.

Note: The successful candidate will be required to work in-office (no hybrid options).

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-2026-06** in the subject line, to jobs@elections.on.ca no later than **February 9, 2026**.

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.