

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

FINANCIAL ANALYST

The Municipality of the County of Antigonish invites applications for the position of Financial Analyst. Reporting to the Director of Finance, this position is part of a team responsible for the day to day management of the financial affairs of the Municipality. A detailed job description can be obtained from the municipal website at: www.antigonishcounty.ns.ca or at the Municipal Administration Centre, 285 Beech Hill Road.

Resumes will be received until Friday May 26th, 2017 4:30pm marked to the attention of:

Allison Duggan, CPA, CA
Director of Finance
Municipality of the County of Antigonish
285 Beech Hill Road
Beech Hill NS, B2G 0B4
Allison.duggan@antigonishcounty.ns.ca

All questions or queries regarding this position should be directed to Allison Duggan, Director of Finance.

The Municipality would like to thank all applicants, however, only those being interviewed will be contacted.

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

Position Description

Financial Analyst

Overview

The Financial Analyst is a position responsible for the accuracy, reliability and dependability of the Municipality's financial records, processes, and internal controls. This position is responsible to ensure that the financial reporting requirements are done in a timely and accurate manner.

Reporting, budgeting, data and trend analytics

This position reports to the Director of Finance.

Behavioural Competencies

Behavioural competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Analytical Thinking

Accuracy

Innovation

Flexibility

Key Responsibility Outcomes

The following is a general outline of duties and responsibilities of the Financial Analyst and is not intended to be all-inclusive or limit the Director of Finance to expand the functions or to assign additional responsibilities.

1. The incumbent is responsible to assist with the development and implementation of financial controls and reporting.
 - Prepares for and assists with the annual audit process;
 - Develops and implements effective systems, policies and business processes that promote and sustain accuracy, efficiency and transparency;
 - Supports and maintains strong and effective internal controls that mitigates risk and avoids error and fraud.
2. The incumbent supports the municipality's financial planning by:
 - Identifying, monitoring and reporting on financial indicators and measures,

Financial Analyst

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- Assisting with the development of and comparing operational and capital budgets to actuals over multiple years and benchmarks;
 - Providing recommendations to the Director to improve process efficiency, customer service, budget accuracy and any other service level process.
 - Completes special projects to support the department as directed by the Finance Director.
3. The employee prepares and maintains all information, data and prepares reports and analysis necessary to maintain all department and organizational functions as required.
 - Ensures accurate municipal records are maintained and can be accessed by all users
 - Provides reports to Director of Finance and Clerk on the various finance functions.
 4. The incumbent maintains and observes all team, department and organizational standards as assigned, or arises from duties
 - All work is undertaken in a manner way that recognizes and respects other team members and members of the public, as per MCA policies, and working with the Director;
 5. The incumbent /Incumbent is responsible to work and always apply all of the safety tools, resources and policies and procedures leading to a safe working environment for citizens and team members and others.
 - Work is executed in a safe manner in accordance with organizational and other legislated Occupational Health and Safety policies, procedures, regulations, guidelines and/or standards.

Qualifications

Must have an undergraduate degree in business administration or commerce with concentration in finance or accounting.

Proficient in Microsoft Office.

Ability to work independently as a self-starter, team player and a positive member of the Municipality of the County of Antigonish.

Previous municipal experience and knowledge of Diamond Municipal Solutions is considered an asset.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.