

J O B P R O F I L E

SENIOR FINANCIAL ANALYST

Core Competencies

- *I am Knowledgeable about Child Welfare Service and the Strategic Directives of the Organization*
- *I Adhere to Financial Management 'Best Practices'*
- *I am Optimistic and Inspirational*
- *I am Customer Service Driven*
- *I am a Co-operative and Collaborative team player*
- *I am an Effective Communicator*
- *I am Solution Focused and Action Oriented*
- *I am Intentionally Inviting*
- *I am Continually Improving and Innovating*
- *I am a Champion of Equity, Diversity & Inclusion.*

SUMMARY

Reporting to the Comptroller, the Senior Financial Analyst is responsible for assisting with maintaining financial and accounting services for the Children's Aid Society of London and Middlesex (CASLM). This position performs a wide range of financial management activities to support the effective and efficient use of resources. In collaboration with the Comptroller, this position supports month-end tasks, financial analysis and reporting, maintenance of the general ledger and trial balance, support with forecasting and budgeting.

In all activities, the Senior Financial Analyst acts in accordance with the policies and practices of the Children's Aid Society of London and Middlesex (CASLM), professional accounting standards and all legal and government requirements.

The Senior Financial Analyst actively engages in learning opportunities and strives to constantly improve and innovate. The position demonstrates

leadership behaviours and actions consistent with the CASLM.

The Senior Financial Analyst, when required, provides coverage for the Comptroller.

DIMENSIONS

Department	Corporate Services
Reporting Structure	Comptroller
Hours of Work	Hours of Work: TBD within Core hours: 8:30 a.m. – 4:30 p.m. It is expected that this position be flexible in terms of hours of work to ensure service excellence and adherence to Ministry standards.
Pay Band	TBD

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ACCOUNTABILITIES

- The Senior Financial Analyst is accountable for ensuring all services are carried out in a child and family-centered manner within a framework grounded in Justice, Access, Inclusion, Diversity, and Equity (JAIDE) and consistent with our commitment to advancing Truth and Reconciliation with Indigenous partners and families.
- This role is accountable to establish, practice and teach proper audit controls and model best practices within the finance department.
- This role is accountable to ensure adherence to accounting standards.
- Other accountabilities as determined by the designated supervisor.

QUALIFICATIONS

- University degree in Finance / Accounting or related field.
- 5+ years of experience in finance and/or accounting, including at least 2 years of experience in a senior accountant/senior financial analyst role, or equivalent work experience.
- Advanced proficiency in Microsoft Office Suite (Word & Excel) and accounting software experience required.
- Strong research and analytical skills.
- Strong data analysis, data interpretation and data preparation skills.
- Excellent organization and effective communication skills.
- Excellent critical thinking, decision-making, and problem-solving skills.
- Customer service oriented and ability to succeed in a team environment.
- Understanding of accounting processes, procedures, and internal controls.
- Ability to adapt quickly and learn new tasks independently.
- Ability to manage competing demands with strong ownership over meeting deadlines.
- Ability to generate new ideas to improve financial performance.

AREAS OF FOCUS

Ethics, Values, and Integrity

- Provision of services in a manner consistent with CASLM values and philosophy.
- Adherence to service model expectations and commitments.

Strategy, Leadership and Team

- In conjunction with the Comptroller provide support to Financial Analyst staff.
- Provide training on systems and policies and procedures for new Financial Analyst staff.
- Support the Comptroller in ensuring a quality culture that achieves targets and stated outcomes.
- Support team members in the timely response to all service requests and requirements.
- Able to effectively manage in a unionized workplace.
- Learn from the information received from the Financial Analysts and pass along emerging issues to the Comptroller.
- Maintain confidentiality and display respect for stakeholders and service users and their privacy at all times.

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Knowledge, Skills, and Engagement

- Assist Comptroller with maintaining an effective accounting system and day-to-day general ledger accounting.
- Provide ad hoc reporting and analytical, forecasting, and special project support for Comptroller and CFO.
- Perform month-end tasks, financial analysis, and reporting.
- Perform monthly variance analysis including investigating drivers and interpreting variances.
- Maintain general ledger and Trial Balance to ensure accuracy and appropriateness.
- Complete monthly/quarterly review and analysis of balance sheet accounts.
- Assist with the completion of Ministry reporting.
- Assist with annual budgeting process and budget documentation.
- Assistance with the year-end adoption subsidy financial reviews.
- Manage daily/monthly cash flow and prepare cash flow forecasts.
- Ensure RESP, VYSA Savings and OCBe subledgers are maintained and related transactions are properly recorded.
- Manage and liaise with Supervisors, Directors, and HR regarding account reconciliations.
- Assist Financial Analysts with problem solving and provide training as needed.
- Maintain up to date financial policies on SharePoint and internal financial procedures.
- Management of compliance with grant agreements.
- Assist with internal audits, audit controls, and compliance reviews.
- Maintenance and management of the chart of accounts.
- Assist with performing year-end financial close procedures and analysis and prepare year end audit documentation.
- Review and approval of journal entries generated by Financial Analysts.
- Identify and assist Comptroller with planning and implementing of process improvements, streamlining of tasks, and other financial initiatives.
- Provide coverage for the Comptroller when required.

Team Collaboration & Engagement

- Provide support to Financial Analysts and a Coordinator in conjunction with the Comptroller.
- Provide support to the Comptroller to champion financial management 'best practices' to ensure standards are met.
- Establish effective working relationships with colleagues and community partners.
- Relate in a professional, purposeful, and transparent manner.
- Collaboratively develop and maintain internal finance policies for approval.
- Offer support and extend oneself to team members, colleagues across the CASLM and community partners.

Customer Service

- Honour all the CASLM's commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.
- Adept at focusing individualized attention resulting in consistent, high-level customer satisfaction.

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- Fully available to the customer by being flexible with time and schedule in order to provide information and service
- Anticipate customer needs and quickly adapts solutions.
- Help customers navigate systems with greater ease by explaining the services offered and the requirements to access services.

Health and Safety

- Delivery of service is completed in a safe manner and exhibits good judgment and problem-solving skills.
- Ensure the Comptroller is apprised of any health and safety issues in the performance of his/her duties in a timely fashion.

Other

- All other duties within the spirit, scope, and purpose of the job at management's request.