



JOB DESCRIPTION

Job title: Senior Analyst, Financial Planning & Analytics	
Department: Finance	
Reports to: Controller	
<input checked="" type="checkbox"/> Full-time	
<input type="checkbox"/> Part-time	

PURPOSE: Give a brief description of why the job exists and how it adds value to ATRF.

The Senior Analyst, Financial Planning & Analytics, is responsible for coordinating and administering the development of budgets, forecasting and corresponding data analysis which guides ATRF's financial planning. Accountabilities include supporting the corporate strategic and business planning process, monitoring the budget cycle including financial analysis reporting, monitoring actuals against budgets, benchmarking, and is involved in modernization initiatives. This position reports to the Controller and works closely with the VP, Finance, the Senior Leadership Team and collaborates with stakeholders across the organization to provide regular financial and analytical insights on business performance to support the organization's achievement of strategic and financial objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Give a brief description to state overall purpose, expectations and/or objectives of the position. Then add bullet points, listing the specific tasks and job duties of the position that are required on a daily basis. Items should begin with action words such as perform, responsible for, deliver, develop, etc.

Budgeting & Forecasting

- Facilitate the development of yearly corporate and department budgets to align with organizational objectives through effective information gathering.
- Facilitate the development of the quarterly corporate and department forecasts to support corporate management, oversight and strategic planning.
- Complete variance analysis on budgets and forecasts, providing insights through reporting to department leaders including context of trends and business environment.

Strategy Formulation & Analysis of Business Environment

- Actively participate in the quarterly and yearly corporate strategic and business planning process by leading the business planning sessions and providing value-add modelling and analysis to support decision making.
- Coordinate and maintain practices and procedures to support ATRF's strategic plan, business plan, and enterprise performance management processes, and lead market research initiatives to provide insights to the evolving business environment.
- Lead the benefit cost evaluation and the assessment of the financial impacts of external factors and strategic decisions.

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- Lead market research activities to provide insights into the evolving business environment, support strategic planning, and identify opportunities to enhance ATRF's strategic and business planning processes and reporting.

Data Analysis and Interpretation / Business Performance Improvement

- Assess processes and systems to identify opportunities for optimization, providing recommendations when applicable.
- Continuously review financial strategies and information systems to design and enhance operational processes within the Finance department and other impacted teams within ATRF.
- Compile, analyze, and report on key performance indicators (KPI's) to support corporate and strategic planning and monitoring.
- Assist the achievement of short and long-term corporate strategic goals through effective planning, monitoring, reporting, with timely financial insights and analysis.
- Identify performance gaps and propose solutions.
- Identify and implement strategies to ensure projects operate within budget, and develop contingency plans.
- Provide support to stakeholders in decision making by gathering and analyzing required information.
- Maintain and enhance recurring/non-recurring analytical reports and dashboards.
- Assess and support implementation of project and initiatives performance indicators.
- Benchmark project targets against actual performance, and communicate results to stakeholders
- Engage business units to identify KPI's to measure and monitor operational and strategic objectives.
- Coordinate the filling of corporate industry benchmarking activities, analyze the results and provide recommendations for future implementation.

Financial Reporting

- Identify, recommend, and implement opportunities to enhance financial reporting, in collaboration with stakeholders to understand needs.
- Participate in the development of ATRF's annual report and financial statements.
- Support project accounting with special projects and develop related financial reporting.
- Deliver accurate and timely recurring/non-recurring internal and external reporting.
- Transform financial data into meaningful information to enhance strategic and operational decision making and communications within complex, regulatory environments.

Other Ad-Hoc Support

- Support AP/AR, financial record keeping process, general ledger close process, compliance filings, ad-hoc support resolving issues arising from audits, etc. Provide support and assistance for audit process, internal control testing, etc.
- Support and enable other team members for completion of ad-hoc requests, special projects, and other duties.
- Any other duties as assigned to support the team's present and future functions.

EDUCATION AND WORK EXPERIENCE QUALIFICATIONS: This section is used to describe what knowledge, skills and abilities are required to perform the daily tasks and job duties bulleted above. For education requirements indicate type of degree or diploma required, certifications and/or designations.

- Completion of Bachelor's Degree in business, finance, mathematics, or related field; other combinations of education (i.e. related diploma) and experience may be considered

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- Completed or near completion of CPA program considered an asset
- A minimum of three to five years of directly related experience in Accounting with a focus in:
 - Financial and non-financial data input, analysis and reporting;
 - Corporate strategy, business planning and budget compilation;
 - Project management and change management.
- Experience working in a pension administration environment would be considered an asset.
- Excellent interpersonal skills, with the ability to build relationships and exercise influence at all levels and able to work effectively across business units and teams.
- Strong understanding of the CPA Canada Handbook and International Financial Reporting Standards (IFRS).
- Ability to exercise discretion, tact, diplomacy and good judgement.
- Strong analytical, strategic and organizational skills to understand culture, implement change, and measure results.
- Skilled at providing creative solutions or alternative perspectives to support with decision making
- Demonstrated ability to define problems, establish alternatives, and determine the optimal course of action in the context of broader business objectives.
- Skilled in effectively facilitating and working collaboratively with both individuals and groups of individuals at a full range of levels.
- High attention to detail and accuracy, decisive and results-oriented.

INDEPENDENCE OF ACTION/AUTHORITIES: Describe the extent to which decisions and recommendations are made independently. (e.g., complexity of problem solving).

Works independently and receives guidance from the Controller and VP, Finance from time to time. The employee has the freedom of action to define priorities for the job and/or for the work unit, with planning and coordination required for most aspects of the position, but final deliverable deadlines and priorities are set by others. Some judgment is required as to the method of procedures to be used. Innovation/creativity or the development of improvement processes is an ongoing requirement of the job as are continuous improvements in processes and reporting. Recommendations for improvement are taken to the Controller prior for implementation.

LEADERSHIP, MANAGEMENT, SUPERVISORY & TEAM RESPONSIBILITY: Describe the extent of responsibilities.

Works at a technical or professional level with much of the time spent coordinating, performing, and identifying opportunities to enhance department services. The Senior Analyst works in partnership with team members in Finance to deliver on objectives, requiring an ability to lead others, negotiate, compromise, and exercise influence. In addition to training, coaching and reviewing the work of others, the incumbent will be consulted as a resource in the technical or professional function from time to time.

Professional/Technical Skills	
Critical Finance and Strategic Thinking	Proficient

