

JOB POSTING

POSITION:	FINANCIAL ANALYST
REPORTING TO:	DIRECTOR OF FINANCE & ADMINISTRATION
JOB TYPE:	PERMANENT FULL-TIME, NON-BARGAINING
POSTED DATE:	NOVEMBER 15,2021
APPLICATION DEADLINE:	UNTIL FILLED
EXPECTED START DATE:	ASAP
LOCATION:	TORONTO

ABOUT CHILD DEVELOPMENT INSTITUTE

Child Development Institute (CDI) is a leading children's mental health agency in the City of Toronto offering a range of services to approximately 3,500 children ages 0-12, youth ages 13-18 and their families each year. Our mission is to promote and support the healthy development of children and to strengthen the families and communities in which they live. We provide four streams of service to families in need: early intervention, family violence, healthy child development and specialized mental health services for children and youth with learning disabilities.

POSITION SUMMARY

The Financial Analyst (FA) will be responsible for supporting the budgeting, forecasting and reporting functions of CDI. The FA will also assist with new business initiatives and funding applications. This role acts as an objective resource conveying financial information and insights in a way that enables key stakeholders to understand the financial impacts, risks and benefits of potential decisions.

The FA will assist with the completion of the monthly financial reporting and forecast cycle as well as assist with development of an annual budget. The incumbent will conduct financial analyses, identify risks and opportunities, develop KPIs, ensure accurate and timely production of planning, forecasts, and closely monitor overall performance relative to plans.

DUTIES & RESPONSIBILITIES

1. Responsible for the analysis, forecasting, budgeting, and long-term financial planning of all programs delivered by CDI.
2. Partner and collaborate with management teams to gather, analyze, and prepare recommendations regarding financial plans, operating forecasts and other analytical projects.
3. Provide detailed reporting on financial performance at a program level, highlighting key operational trends, risk, and opportunities.
4. Facilitate the development of a management reporting framework to support the growth of the organization and its strategic and operational goals, including the design of new reports to manage the business more effectively.
5. Develop and maintain financial models, including sensitivity analyses, around internal and external factors, to support the achievement of overall organizations objectives and strategy.
6. Assist in the development of organization's budgets, and drive accountability by monitoring adherence to approved budgets.

7. Oversee analyses in areas such as budgets, forecasts, financial plans, cash flow projections, and business forecasts.
8. Conducts analysis of progress to plan, highlighting pertinent information including variances and trends and assists the Director of Finance in the formulation of recommendations to stakeholders.
9. Analyze financial implications of growth strategies, including capital and operating requirements.
10. Review all grant submissions to ensure accuracy and completeness of information.
11. Prepare monthly financial statements, and materials for Senior Management and Board meetings.
12. Develop financial analysis to supplement the development of business cases put forward by program areas.
13. Provide continuous improvement of forecasting, reporting, and analysis.
14. Performs additional assignments as required.

MINIMUM QUALIFICATIONS AND SKILLS

- Professional accounting designation or studying towards a designation.
- A University Degree or equivalent.
- Experience in Healthcare sector preferred.
- Minimum of three (3) years of related work experience conducting data analysis in broader public sector or private sector organizations.
- Advanced level skills in Microsoft Excel, and Power BI or MS Access.
- Ability to interpret data and analyse financial information to provide recommendations
- Strong technical and analytical aptitude and experience in financial modelling is an asset
- Ability to integrate information that comes from multiple sources and then apply as required to business analytics, projects, and strategic objectives
- Possess strong verbal and written communication and influencing skills.
- Demonstrated ability to multitask, probe, analyze and problem solve issues.
- Strong analytical abilities, organizational, problem solving and decision-making skills.
- Be a dedicated and flexible team player able to interact with team members, and colleagues at all levels of the organization.
- Demonstrated ability to work in a respectful manner with groups from diverse backgrounds and experiences.

WORKING CONDITIONS

- Governed by concurrent and dynamic deadlines, despite conflicting priorities and frequent interruptions.
- Fast-paced work environment.
- Occasional travel to CDI locations.

COMPENSATION: Salary is under review and is subject to skills, abilities and qualifications.

APPLICATION INSTRUCTIONS:

Please submit your chronological resume via e-mail to:

Child Development Institute

Human Resources

E-mail: ilewis@childdevelop.ca and careers@childdevelop.ca

Thank you in advance for your interest. However, due to the volume of resumes received, only those candidates selected for interviews will be contacted.

DIVERSITY AND INCLUSION:

Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to,

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

ACCOMMODATION:

Child Development Institute is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Child Development Institute will provide accommodations throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please notify Human Resources of the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

All applicants are advised that offers of employment are contingent upon the successful completion of a Vulnerable Sector Check.

Note: All CDI employees are required to be fully vaccinated as a condition of hire in accordance with CDI Mandatory Vaccination Policy.