

Financial Planning Advisor

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, Ontario M3C 2H4 (Don Mills & Eglinton)
Salary Band:	\$67,149 - \$93,880 per year
Hours of Work:	36.25 per week
Posting Date:	May 8, 2024
Closing Date:	May 22, 2024

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 in Ontario. We are committed to 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 division of Elections Ontario (EO) is seeking a highly motivated individual for the position of Financial Planning Advisor. In this position, you will be responsible for providing financial and analytical support to the Manager, Budgeting & Reporting, supporting the strategic and operational financial and business planning across EO. You will administer and monitor financial activities, prepare on-going and ad-hoc budget analyses and reports, and offer direct support to budgeting and reporting stakeholders, including related analysis of budget variances, and assist EO staff with budgeting and reporting related questions. Additionally, you will assist Returning Offices with budget related questions, providing advice, guidance, and training on financial and business planning and reporting processes.

What to expect in this role

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

- Manage the budget management system, ensuring accurate budget entries, data imports/exports, and adjustments. Maintain budget line items and monitor actual expenditures against budgeted amounts. Prepare and distribute budget variance analysis reports for Functions/Clusters.
- Assist EO's divisions and their staff in preparing and monitoring operational, project-based, by-elections, and general elections budgets.

Elections Ontario

- Monitor expenditure control systems and analyze financial activity using information from the EO's financial management system. Develop expenditure forecasts and identify expenditure variances and anomalies in comparison with business plans, established benchmarks and historical expenditure patterns and provide advice on future action and expenditure reforecasting.
- Develop proposals for budgetary reallocations to rectify and resolve anomalies/variances for consideration by the Manager.
- Assist the Manager in the presentation of budget and estimates material to EO's senior management. Prepare financial statements and related reports for inclusion in the Public Accounts.
- Assist the Manager in developing and delivering guidance and training to EO staff and election officials on financial policies and procedures.
- Develop, recommend, and contribute to the preparation and implementation of new/revised financial policies and procedures.
- Train new managers/staff in the financial systems and policies and procedures.
- Perform other related activities as required. Keeps up to date on related skill development to use any new technologies or processes as required.
- Provide guidance and support to temporary finance and clerical staff, as required.

What you need to qualify

- Minimum of 3 to 5 years of demonstrated knowledge and practical experience of financial management principles, practices, and techniques to perform planning, financial analysis, forecasting and estimates preparation and support the accuracy and integrity of EO's financial information, systems, and processes.
- Comprehensive knowledge, demonstrated understanding, and practical experience in applying Generally Accepted Accounting Principles (GAAP) and management accounting practices.
- Familiarity with government accounting and budgeting processes for preparing fund requisitions, reports, and statements for inclusion in Estimates and Public Accounts is considered an asset.
- Proficiency in utilizing computer applications for financial system management to ensure appropriate data maintenance and to create required analyses and reports.
- Demonstrated analytical, critical thinking and problem-solving skills to prepare analyses, reports, and recommendations to support strategic and operational financial and business planning activities.
- Leadership skills to lead and supervise temporary staff.



- Well-developed relationship management, consultation, and communication skills to effectively liaise with management and staff members across EO.
- Must be legally entitled to work in Canada.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 3 to 5 days per week, based on operational requirements.

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-2024-68 to [Finance Planning Advisor](#) no later than **May 22, 2024**.

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.