



**Position: Director, Financial Strategies, Planning and Client Service**

**Competition Number: 2021-EX-EN-53348443-01**

**Competition posting date: 2021.08.24**

**Competition closing date: 2021.09.08**

Finance Services Department  
1 Full-time Continuous Position - 35.00 hours/week  
Affiliation: MPE  
Salary: \$139,412.00 to \$176,307.04 annually (2019 rates of pay)  
Location: 100 Constellation, Nepean

Category: Current Opportunities  
Employment Group: Accounting/Finance

**Job Summary**

The mandate of Financial Strategies, Planning and Client Service is to lead the corporate business planning and budget processes, the development of key strategic business planning initiatives, including the long range financial plan; directing the coordination of annual and multi-year outlook budgets; overseeing analytic reviews for fiscal sustainability of long range plans; providing strategic direction and identifying Corporate priorities with respect to key performance indicators and performance measures; and reviewing and providing recommendations on internal and external benchmarking outcomes as part of the multi-year business planning and program delivery cycle.

The Deputy City Treasurer, Financial Strategies and Planning is accountable for providing vision, leadership and strategic direction to the Service, and planning, organizing, directing, controlling, evaluating and improving the development and delivery of its priorities, services, programs and operations.

Services and programs include:

- Financial Services that is responsible and accountable for the overall delivery of financial services to all City departments, Boards, Commissions and Agencies, including budget development and monitoring, financial analysis, project management support, financial reporting both internal and external, financial compliance, financial advice and accounting requirements
- Financial Shared Services that is responsible and accountable for providing financial transaction processing, monitoring and reporting services, overseeing self-service solutions and performing routine financial tasks for client operations.
- Financial Planning that is responsible and accountable for providing financial analysis and fiscal strategies for the City's long range financial planning process; supporting departments and client groups with analysis and business cases for financial impacts on key initiatives; providing financial options to support corporate master plans and capital programs; and overseeing research on financial issues and emerging trends.
- Planning and Budgeting that is responsible and accountable for the planning, coordinated development, management and implementation of corporate budgeting activities, programs, services and initiatives consistent with departmental strategic direction and vision, including leadership of the implementation, and administration of corporate budget policies and programs for the corporation, as well as managing the administrative functions, policies, strategies and processes relating to the development and publication of the City's annual budget, and information systems related to budget development, reporting and monitoring.

The Deputy City Treasurer (DCT) fulfills delegated duties defined in the City of Ottawa's Delegation of



Authority By-law, and has the powers and duties of the City Treasurer/Chief Financial Officer under the Municipal Act and other legislation, as appointed by the City Manager.

In addition, the DCT acts as a senior advisor on financial strategies to elected officials, Council and Committees of Council, and provides strategic and professional advisory and consultative services to management in client departments on long-range financial and business planning, corporate financial policy direction and highly complex financial strategies aligned to corporate strategic direction and to budget implications from other levels of government.

The DCT is also accountable for managing the Service's human and financial resources, including contracted services.

### ***Education & Experience***

4-year university degree in Finance, Commerce, Business Administration, Public Administration or other related field

Minimum of 10 years of related experience in budget development, financial planning, reporting and accounting, including a minimum of 5 years managing human resources, external contract resources, and operating and capital budgets in a complex public organization or private sector corporation

\*Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.

### ***Language, Certificates & Licenses***

Professional accounting designation (CA, CMA, CGA)

The successful candidate will be required to complete a Criminal Record Check with the Police Services detachment in their jurisdiction to the City of Ottawa's satisfaction. Police record checks completed by a third-party company will not be accepted.

Designated – specific level of language proficiency:

French oral, reading, writing required

English oral, reading, writing required

Candidates who do not meet language requirements will be required to participate in training.

### ***Knowledge***

- Principles, practices, procedures, techniques, laws and regulations pertaining to the Service's functions, programs, services and operations
- Financial markets, including their operations, practices and conventions
- Industry trends and best practices
- Investment policy, strategy and risk measurement
- The City of Ottawa, its operations and corporate governance structure
- Relevant City codes, policies and procedures
- Public private partnerships and other alternate service delivery models
- Principles and methods of economic, financial, social and political risk analysis
- Principles and practices of public policy and business administration
- The City of Ottawa's current social, political, business and economic climates
- Project management principles and practices
- Human resource management practices in a unionized work environment
- Must be familiar with applicable health and safety legislation, have knowledge of any potential or actual danger to health or safety in the work place, and have knowledge of appropriate actions to be taken in order to ensure the health and safety of staff in accordance with applicable legislation and City policies



and procedures

## **Competencies & Skills**

Leadership Competencies that describe the skills and behaviours expected to be demonstrated by managers and supervisors at the City of Ottawa are available on Ozone. The seven Leadership Competencies are:

- **Strategic Leadership** - Sets/implements the strategic direction, understands internal and external trends, the political sensitivities of the organization and applies this knowledge to support the long-term vision and success of the City
- **Demonstrates Business Sense** - Understands the impact of decisions on the business and the ability to strive to improve business performance; requires an awareness of business issues, processes and outcomes as they impact the community, the City's reputation and strategic direction
- **Builds Collaborative Relationships** - Proactively communicates, builds and utilizes professional relationships and partnerships with all internal and external stakeholders
- **Fosters Innovation and Change** - Develops an environment that embraces innovation and efficiently integrates change into the organization
- **Engages Employees** - Leads, coaches and develops an engaged, diverse workforce of individuals and teams, where work is a safe, respectful place and successes are recognized and celebrated
- **Delivers Results** - Creates effective plans and performance measures, holds themselves and others accountable for measurable, high quality, timely and cost-effective results
- **Client-centric Focus** - Serves the client interest through focusing individual, team and organization effort on identifying and meeting key and diverse client needs (the term "client" includes both internal and external clients)

*We thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.*

*The City of Ottawa is committed to providing quality services by establishing a qualified workforce that reflects the diverse population it serves. The City encourages applications from all qualified individuals.*

*Accessible formats and communication supports are available upon request. Please contact the [HR Service Centre](#) at 613-580-2424, extension 47411.*