

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY

Job# TNG2022-287

POSITION TITLE: Budget Analyst	
DEPARTMENT: Finance	STATUS: Regular Full-Time, Non-Bargaining Unit
# HRS / WEEK: 35	CONTRACT DATES: n/a
REPORT TO: Senior Manager, Planning and Budgeting	HOURLY RATE: Commensurate with Experience
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Budget Analyst reports directly to the Director Finance (Director) at the Neighbourhood Group Community Services (TNGCS) and is an integral member of the Finance team responsible for forecasting, producing ad hoc business cases and analysis for TNGCS. The incumbent works closely with senior management on complex financial and program support relating to budget development and monitoring of program spending. The Budget Analyst applies a data driven approach to business issues. Their insights are critical in strategic and financial planning, operational reporting, ad hoc financial and business analysis.

MAJOR DUTIES:

- Assist the key Funder relationship managers at TNGCS who are part of the senior leadership team, program management and/or the Finance Department to allow them to meet the reporting needs of their stakeholders.
- Support the development of the annual budget and work closely with the Director. Analyze business performance results and suggest solutions related to changing circumstances with program management and finance.
- Support financial reporting across the organization including forecasting and cashflow management.
- Monitor results versus budget investigating variances providing insight into risks and opportunities.
- Prepare funder reports using TNGCS's accounting, payroll, and budgeting systems. Identify errors in GL account codes, flag them and bring them to the attention of the Director and Controller to make sure that the errors are adjusted.
- Work with program and service leadership to prepare monthly forecasts and analysis, develop business cases to support new initiatives and/or operational decision-making. Support managers in the development of proposals for new program funding.
- Support Home and Community Care Support Services (HCCSS) and Ministry reporting requirements as needed.
- Provide monthly, quarterly, and annual reports to Funders in an accurate and timely manner.
- In collaboration with the Senior Manager, Accounting and Financial Reporting, meet regularly with management of programs and services to minimize "surprises" and catch variances before they grow into more significant issues that may be more complex to address. Collaborate and respond to the needs of senior management across all departments.
- Reconcile financial discrepancies by researching and correcting variance problems with regard to budget analysis of budget to actuals. Inform management and appropriate Finance Department personnel of the concern and steps taken to resolve and prevent future occurrences.
- Prepare applicable reports and schedules to support the Controller and other members of Finance team to meet requirements of TNGCS's external auditors during the annual audit process.
- Maintain knowledge of financial developments in the charity and non-profit sector and keep up-to-date with industry trends.
- Ensure that financial and other relevant legislation is observed including the terms of funding agreements, advising the Management Team of any required changes.
- Support TNGCS's internal audit process by providing requested reports and analysis.
- Supervise one or more direct reports when assigned and create a positive work environment. This may include active participation in recruitment and onboarding of staff such as account receivable.
- Prepare cash flow projection for the year as to how the budget will be spent in the 12 months of the year after the budget is approved by the Funder.
- Perform other duties as assigned.

REQUIREMENTS & QUALIFICATIONS:

- College diploma or university degree in accounting related subjects.
- Working towards or achieving the Certified Professional Account (CPA) designation is desirable.
- Minimum 5 years of experience in managing end-to-end budgeting process for a comparable community or similar-sized health services agency.

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement

- Sound knowledge of payroll and other accounting systems used by TNGCS and ability to run financial reports from the system.
- Sound knowledge, understanding and experience of the principles, practices and techniques of program and financial administration.
- Sound knowledge and experience in accounting practices, including a good understanding of financial statements and budget processes.
- Experience supporting the strategic planning process and assisting an organization to set their financial and budget agendas.
- (For the Housing Programs) Sound knowledge and experience of mortgage lending processes, including principal and interest calculations, renewals, and amortization.
- Ability to build and maintain professional and respectful working relationships with staff at all levels.
- Ability to translate complex financial concepts to individuals at all levels including finance and non-finance managers.
- Good organizational and time management skills, with the ability to plan, meet deadlines and adapt in a fast-paced environment with competing priorities.
- Good analytical, research, investigative and problem-solving ability, attention to detail, and the ability to exercise good judgment.
- Strong mathematical skills, analytical skills, and the ability to forecast based on past trends and current information.
- Accounting software, especially Microsoft Dynamics 365 Business Central.

**To apply, submit your resume and cover letter with “TNG2022-287” in the subject line of your email to:
careers@tngcs.org**