



ONTARIO PUBLIC SERVICE
CAREERS

Job Specification

Position Title: SENIOR MUNICIPAL FINANCIAL ADVISOR (AMENDED)

Job Code: AMAPCEO - Resources Plan & Mgt(A/U)PRP20, 20PRP

Job ID: 12555

Purpose of Position:

To provide advice to municipalities in the region on municipal budgets, the budgeting cycle, asset management and PSAB accounting principles, capital and operating budgeting, multi-year financial planning/forecasting, financial reporting and management and financial assistance programs. To provide support, guidance, and advice to finance staff in municipalities in best practices, developing trends, new techniques, and other developments in the financial field, in order to promote strong communities, sustainable municipal operations and a stronger municipal-provincial relationship. To provide team leadership, project supervision and technical guidance to local government staff on matters specific to municipal finance issues.

Duties/Responsibilities:

- 1 Works with municipalities to promote the need to foster the development of more effective financial services at the municipal level by: sharing/brokering best practices for financing municipal services and capital expenditures; responding to requests from municipalities with respect to Provincial grants and loans; providing advice and assistance to municipalities with respect to: financing issues; coordinating analysis of municipal budgets and financial statements; providing advice on new sources of funding; assisting municipal representatives in reviewing options and developing appropriate solutions to the local financial issues; proactively facilitate discussions between financial institutions and municipalities to resolve specific issues; and, making presentations to municipalities.
- 2 Assists Regional management with the financial issues management priorities by: identifying and conducting research on a variety of municipal finance issues, including those of particular concern to the Minister and senior management; consulting with municipal officials/staff to clarify issues and identify alternatives/solutions; preparing briefing notes, reports and correspondence in response; briefing senior management and the Minister on related issues.
- 3 Provides team leadership, project supervision and technical guidance to municipal advisors on matters specific to municipal finance, municipal budget analysis and related financial requirements/activities, including asset management, municipal accounting, financial reporting, economic and financial performance, appropriate legislation and regulations, and the implementation of policies and programs designed to enhance municipal financial viability and sustainability.
- 4 Coordinates the delivery of financial assistance programs administered by the Regional Office: ensures that the implementation of program criteria by Advisors meets the needs and interests of municipalities and the Province, including determining priorities for grant allocations, approving/recommending approval of grant requests, monitoring grant program expenditures and preparing related reports.
- 5 Provides team leadership, advice and guidance to municipal advisors in the Regional Office regarding the implementation of Abest financial practices@ for municipalities, and provides advice on the implementation of related policies, programs and legislation involving finance and accounting, and good financial/budgetary practices.

- 6 Oversees the financial administration practices of municipalities that have been placed under supervision by the Ministry in accordance with the Municipal Affairs Act.
7. Liaises with senior municipal officials, (elected and appointed) municipal and professional organizations to discuss a variety of related financial issues and concerns to negotiate/mediate resolution wherever possible. Establishes and maintains effective working relations with Councils and their Committees.
8. Monitors, tracks and reports on regional issues relating to municipal financial management and related issues, and their relationship to other Provincial programs and issues (within and outside MMAH).
9. Provides input into policy and program development within MMAH including the identification of problems/concerns with existing policies, programs and or legislation/regulations and recommending changes or improvements to foster and promote improvements to financial management and budgeting practices within municipalities. Provides input on policy proposals such as Cabinet Submissions from other ministries relating to the financial affairs of municipalities in the Region.
10. Conducts, in conjunction with other branches, comprehensive financial practices studies.
11. Undertakes program delivery through promoting and responding to requests from municipalities and private industry with respect to the Ministry's financial assistance programs: explains the terms of the program; administers the program requirements where appropriate; provides input into financial analyses undertaken with respect to the municipalities' applications to these programs, such as ODRAP, SAG, SPAP; coordinates with other parts of the Ministry if required; monitors progress of the applications; provides advice and assistance as required by the municipalities in the Region.
12. Maintains a current knowledge of financial assistance programs which are available to municipalities from other ministries, including the general qualification criteria. Advises municipalities in making application for such Aother@ financial assistance.
13. Liaises, coordinates and works closely with other ministries and agencies (e.g. interministerial committees on service integration, program coordination, and training initiatives) and other associations and organizations, to support the achievement of the government's policy objectives with respect to improving municipal financial management practices. Represents the Regional Municipal Services Office on inter/intra Ministry task forces and committees.
14. Other duties: the Manager has the authority to assign additional duties.

Knowledge:

Position requires thorough knowledge of provincial/municipal structure, organization, and the various aspects of municipal administration, (e.g. finance, budgeting, accounting, land use), in order to develop recommendations for financial strategies, plans, and actions that are compatible with provincial/municipal roles. Related to this is a good knowledge of applicable sections of relevant legislation, such as the Municipal Act, Municipal Affairs Act, National Housing Act, Municipal Support Grants Act, and the Freedom of Information and Protection of Privacy Act, related Regulations, policies, programs and procedures, as well as a good understanding of changes made to public sector accounting standards under the Public Sector Accounting Board (PSAB) in order to provide sound, workable advice to finance and budget officials in the Region's municipalities. Knowledge of Provincial policies (MBS, MMAH), municipal sector governance and roles. Sound knowledge of principles and practices of municipal finance, as well as an extensive knowledge of grants programs for municipalities, both within MMAH, and within other ministries, in order to determine whether the municipal clientele have availed themselves of all sources of financial assistance. Knowledge of local property tax policies of the Ministry of Finance, such as tax ratios, tax rates, rebates, ranges of fairness, in order to fully consider property tax implications when developing advice or recommendations, as well as knowledge of the CRF, OMPF and LSR programs. Good knowledge of each client municipality's financial conditions in order to determine the areas of the budgets most in need of consultation. Knowledge of the theories and sound business practices in strategic planning and financial management, together with accounting/balance sheet skills, and knowledge of municipal auditing requirements, FIRs, and FRs, in order to understand and identify municipal financial capacity, and to be able to discuss with municipal officials the details of the various financial challenges. Strong facilitation, consultation, training and team building skills to foster partnerships and integrated

networks with Advisors and specialists across the Region. Communication and presentation skills to provide oral and written briefings to senior management and municipal management, and to prepare briefing notes. Project management skills to lead and coordinate projects concurrently and to meet short deadlines. Proficiency in the operation of a variety of computer word processing, data base and financial applications to produce own work, reports, and recommendations, as well as to communicate electronically on e-mail.

Valid Driver` s Licence to travel to municipalities in the northwestern region.

Judgement:

Work is performed under the direction of the Manager and within the broad framework of Ministry and Regional business objectives, policies, processes and guidelines. Position exercises judgement by providing team leadership, advice, and technical guidance to other Advisors in the Regional Office on matters specific to municipal finance issues, and by working with municipalities and their accountants to facilitate and ensure implementation of effective financial management program which is guided by legislation and Ministry policies/standards. Position provides advice and interpretation of legislation, policies and standards; identifies issues; advises on the development of financial Abest practices, sources of financial assistance, good financial governance, budgetary strategies, and implementation of related financial programs, policies and systems. Position exercises judgement by providing input to Ministry policies to improve effectiveness of the Region=s accountability and monitoring processes as related to municipal financial matters. Position identifies and recommends Ministry response to politically sensitive municipal budget issues. Position requires judgement and discretion serving as the primary representative of the Ministry in dealing at the Regional level with municipalities on financial questions and issues.

Accountability - Programs:

Position provides input, advice, and recommendations to Regional municipal finance approvals and program initiatives. Position participates with Regional management in identifying financial management priorities by researching municipal finance issues including input on the development and delivery of legislated ministry incentives; Position provides advice and support to municipal authorities on financial and budgetary administration, and on effective business practices.

Accountability - Personnel:

The position provides team leadership, advice, and technical guidance to Municipal Advisors in the Regional office on municipal financial matters and as required to project contractors.

Accountability - Finance & Material:

This position is accountable for reviewing and recommending grants and other forms of financial assistance to the municipalities in the Region.

Accountability - Impact of Errors:

Poor judgement in overseeing implementation of municipal finance and budget management strategies in the Region, within Ministry legislation, policies and standards, and/or poor judgement in providing advice to municipalities would have a direct negative impact on the effective delivery of municipal services in the Region. Poor judgement in the administration and advice would impact the credibility and effectiveness of the Ministry in meeting its business objectives. This position may also recommend and implement funding programs, and any errors would impact on the municipalities.

Contact - Internal:

The position has frequent contact with municipal, planning and housing advisors in his/her home regional office, Senior Financial Advisors in other regional offices along with Regional and Head Office management, and with other Branches/Divisions in the Ministry, to exchange financial information,

present recommendations, discuss policy interpretation, and provide input to Ministry policies, standards and guidelines, and participate on Ministry/Regional project teams. Regular contact with other ministries to discuss and resolve complex problems, and to obtain information on financial assistance programs.

Contact - External:

The position has frequent contact with representatives of municipalities, private industry and community stakeholders to discuss and explain finance-oriented legislation and Ministry policies/standards, as well as to provide to municipal staff the necessary information, training and advice on best financial practices and other financial matters. Contact, as required, with external contractors to provide project technical direction and to manage contract services.