Business and Financial Analyst

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Professional and Managerial Group

Business and Financial Analyst

Dean’s Office, Ontario Agricultural College

Hiring #: 2019-0208

Please read the Application Instructions [1] before applying

Working in the Dean’s Office, the Business and Financial Analyst provides financial and analytic expertise and support for the Ontario Agricultural College with a strong policy and process orientation. Providing analysis and statistical reporting on financial and academic data for the college, the role is central to supporting college planning and decision-making. The Business and Financial Analyst also delivers key operational support and expertise to the college on a wide range of administrative matters, including the delivery of onboarding and training. This role offers you:

• A chance to effect change by providing data analysis and reporting that is critical to the planning and decision-making of the college;
• Membership in a complex organization, whose mission is to Improve Life by inspiring leaders, generating knowledge and creating innovative solutions for food, agriculture, communities and the environment. (https://www.uoguelph.ca/oac/ [2]);
• A chance to be part of a team that values and supports professional development and growth, relies on collaboration and welcomes creative solutions to complex problems;
• An opportunity to advance your career in higher education and to develop a rich professional network, reaching across many departments within the institution;
• The opportunity to develop mentorship skills in serving the training and development needs of the college and in promoting a culture of excellence.

To assume the role of Business and Financial Analyst:

• You possess an undergraduate degree in accounting, finance, business or commerce, as well as documented accreditation (CGA, CMA, CA, CPA) or have an anticipated completion date;
• You have several years of related experience, preferably in public sector financial management and reporting or an equivalent combination of education and experience.
• You are client focused and consistently demonstrate a high standard of service that provides an example for those around you and that helps you develop strong relationships;
• You anticipate the needs of your clients and assume the perspective of the various stakeholders that you serve in order to produce reporting and training that is reliable, relevant and easy to understand;
• You thrive under conditions of change and can provide perspective on both short-term and long-term resource implications;
• You have advanced knowledge of desktop software, including Microsoft Office, presentation software, databases and other large accounting/business software products that enables you to deliver critical analysis and reporting solutions for a variety of user groups and across disparate systems;
• You have a strong process orientation, with attention to detail and the ability to synthesize information, develop best practices and provide guidance on various and sometimes conflicting policies and priorities;

Position Number         101-057
Classification               P04*
Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [4] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 04 08
Closing Date: 2019 04 23

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/business-and-financial-analyst

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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