



Manager, Budget Planning & Forecasting

CreateTO, launched on January 1, 2018, is a new municipal government agency established to manage the City of Toronto's real estate portfolio. **CreateTO** works collaboratively with City stakeholders, external partners and community members to create more livable, sustainable and inclusive communities. The agency will enable the City, for the first time, to adopt a strategic city-wide approach towards the delivery of real estate solutions to promote a balance of community and economic benefits.

The Opportunity

In collaboration with the Controller, the **Manager, Budget Planning & Forecasting** is responsible for the budget process, quarterly reforecasts and supports the strategic planning process, including managing the monthly variance analysis and preparing quarterly board reports (variance analysis and reforecasts). Key responsibilities include: Leading, managing and coordinating the re-development of the budgeting process and implementation of the new budget/planning tool for the preparation of the annual and multi-year operating budgets; supporting the budget function with monthly budget-to-actual variance analysis, quarterly forecasting and regular financial model building, while managing timelines with all department leads; executing planning, forecasting, and analysis for capital expenditures for the Agency and providing advice and analysis to support capital and budgeting operating decisions.

Qualifications

- ⇒ University Degree, with a focus in Finance or Accounting
- ⇒ Accounting designation CPA (CA, CMA or CGA) required
- ⇒ 2-5 years of experience in Financial Planning & Analysis
- ⇒ Superior analytical and critical thinking skills. Ability to navigate complicated situations, analyze and summarize results with recommendation
- ⇒ Ambitious & proactive with a proven record of being a self-starter and someone who thrives on delivering results
- ⇒ High level of motivation and energy with desire to 'roll up sleeves' moving from the high level to the detail as necessary
- ⇒ Excellent relationship building with a strong customer focus and a collaborative working style
- ⇒ Exceptional Communication skills, both written and verbal, including the ability to communicate effectively with all levels of the organization
- ⇒ Drive for continuous improvement and an ability to challenge existing processes
- ⇒ Demonstrates the highest level of ethics and personal integrity
- ⇒ Demonstrates competence in MS Office applications; ability to quickly learn and demonstrate functional competence with financial systems
- ⇒ Experience in the real estate industry is an asset

CreateTO is committed to fostering a positive and progressive workforce. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Candidates can request accommodation related to the protected grounds at any stage of the hiring process.

Interested and qualified candidates are requested to send their resume and cover letter in confidence to careers@createto.ca quoting the job title in the subject line by Friday, March 22nd. Only those individuals selected for an interview will be contacted. No agencies at this time please.