



## JOB DESCRIPTION

**Job Title:** Financial Analyst-Operations **Position Number:** 99-08  
**Incumbent:** Vacant **Effective Date:** March 2025  
**Status:** Permanent **Pay Level** 8 **Bargaining Unit:** X Yes      No  
**Supervisor's Title:** Director, Electrical Operations **Department:** Operations

### SUMMARY

The Financial Analyst will be responsible for supporting the operational and financial aspects of the Operations Department by analyzing financial data, creating financial reports, and providing insights into operational performance. This role requires strong analytical skills, the ability to work with cross-functional teams throughout the organization, and a deep understanding of financial modeling and forecasting.

### DESCRIPTION

#### 1. Financial Reporting & Analysis:

- Prepare and maintain financial reports and performance metrics for the operations department.
- Analyze operational costs and identify cost-saving opportunities.
- Review financial data to ensure accuracy and compliance with company policies.
- Monitor financial performance against budgets and forecasts, highlighting discrepancies or variances.
- Providing financial data to support Business Cases and Board Reports.

#### 2. Budgeting & Forecasting:

- Assist in the preparation of annual budgets and periodic forecasts for the operations team.
- Collaborate with department supervisors to evaluate financial needs and set realistic goals.
- Track budget performance and assist in the development of corrective actions as needed.

#### 3. Operational Performance Analysis:

- Analyze key operational metrics and financial indicators to assess efficiency and performance.
- Provide actionable recommendations to optimize operations based on financial and performance data.
- Support continuous improvement initiatives by identifying areas for cost reduction and process optimization.

#### 4. Cost Management:

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- Monitor and analyze operational costs, including labor, materials, overhead, and supply chain expenditures.
- Assist in evaluating financial aspects of vendor contracts, procurement, and supply chain management.
- Support cost allocation processes and ensure proper allocation of expenses to the appropriate departments, workorders or projects.
- Conduct variance analysis to identify cost overruns and work with teams to implement corrective actions.
- Will be responsible for tracking and monitoring thermal fuel inventory and costs.

### 5. **Financial Modeling & Forecasting:**

- Develop financial models to support decision-making processes.
- Forecast future financial performance based on historical data, trends, and assumptions.
- Provide recommendations on pricing, and resource allocation based on financial models.

### 6. **Cross-Functional Collaboration:**

- Works closely with all departments within the organization to align financial goals and strategies.
- Will work closely with all Operations departments and Finance to ensure timely payment and accuracy of Visa and Workplace expenditures.
- Will work closely with System Control Centre, Customer Service and Finance to complete monthend and yearend processes.
- Will work closely with Finance and Engineering/Capital Projects in cost tracking and close out of capital projects.
- Will work closely with Maintenance Planning department to ensure costs and labour are allocated to workorders via the corporate's EAM system.
- Support operations teams with financial insights and data-driven recommendations.

### 7. **Other related duties.**

<b>EDUCATION, EXPERIENCE, SKILLS AND COMPETENCIES</b>
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#### **Education:**

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field

#### **Experience:**

- 2-4 years of experience in financial analysis, preferably within an operations environment.



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### **Skills:**

- Proficiency in Microsoft Office suite (MS Teams, SharePoint, Excel, Word, PowerPoint, Outlook, etc.) preferably 365.
- Experience with financial software and ERP systems is a plus.
- Experience with EAM systems is a plus.
- Strong analytical and problem-solving skills.
- Excellent communication and presentation skills.
- Ability to work under pressure and manage multiple tasks.
- Ability to work unsupervised.

### **Key Competencies:**

- Financial Acumen: In-depth knowledge of financial concepts, budgeting, forecasting, and cost analysis.
- Analytical Thinking: Strong ability to analyze complex financial data and provide actionable insights.
- Detail-Oriented: Precision and attention to detail in financial reporting and analysis.
- Team Collaboration: Ability to work effectively across departments and collaborate with diverse teams.
- Business Acumen: Understanding of business operations and the ability to align financial strategies with operational goals.

A valid class 5 driver's license is required.

<b>WORKING CONDITIONS</b>
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Works in a normal office environment with minimal exposure to physical injury or adverse environmental conditions. Infrequent travel may be required.