



BUSINESS ANALYST

Posted by: Toronto Public Health

Posting date: 04-Apr-2023 **Closing date:** 06-Jul-2023

Education: Post-secondary education in business administration

Language: English (Required)

Job location:

Salary: \$108,459

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: CAJ7369664

Job description:

Toronto Public Health (TPH) is the largest local public health organization in Canada serving over 2.9 million citizens in the fourth largest city in North America.

Toronto Public Health's objectives are to improve the health status of the population, reduce disparities in health status, and prepare for and respond to outbreaks and emergencies. In the pursuit of these objectives, TPH continuously seeks out ways to address the dynamic and changing needs of the diverse population we serve through the delivery of core public health functions: population health assessment, health surveillance, health protection, health promotion, disease and injury prevention, and emergency preparedness and response. Toronto Public Health's future success will leverage our past achievements, build on the lessons learned during the COVID-19 global pandemic, and capitalize on an emerging culture of innovation in pursuit of a healthy, truly livable Toronto for all.

Reporting to the Manager Finance, you will support business process reviews and analysis, reporting and analytics reviews and all associated training that drive changes to improve service delivery and enhance financial internal

controls.

Major Responsibilities:

- Provides advice and support in areas such as internal control, financial data reporting and performance measurement.
- Oversees one or more projects associated with business systems or processes.
- Develops options for policies, procedures, business process reviews, management practices and recommends changes to support management functions and improves efficiency and effectiveness of service delivery.
- Interviews, documents and facilitates business process, systems and data requirements. Holds review and re-engineering sessions with stakeholders.
- Develops and documents standard financial and operating policies and procedures.
- Leads and/or liaises with and participates in inter-divisional teams and staff working groups, committees and external groups.
- Assists in building and managing cooperative relationships with internal and external stakeholders to ensure adequate resources are available to achieve the project goals.
- Prepares business cases, project charters/plans, business//technical requirements, design documents, training plans and user documentation.
- Prepares reports for the Manager, and the Director, making recommendations on changes in business methods and processes including appropriate staffing levels and resource allocation.
- Prepares visual presentations, briefing materials and other documentation as required.
- Provides presentation support and gives presentations as required.
- Conducts financial analysis and determines key indicators to measure the effectiveness and efficiencies of service delivery methods and design processes to track those indicators.
- Participates in the development and implementation of the division's annual operating/ capital budgets and financial monitoring policies and procedures to ensure data integrity and effective cost centre management
- Analyzes business processes and synthesizes financial information to ensure expenditure compliances with budgeted levels. Prepares visual presentations, briefing materials and other documentation as required.
- Provides input into and administers assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations
- Identifies trends and make recommendations to improve program and cost effectiveness

Key Qualifications:

- Post-secondary education in business administration or accounting pertinent to the job function, or equivalent combination of education and experience. Possession of a professional accounting designation (e.g. CPA) would be an asset.
- Considerable experience with accounting and financial analysis including identifying trends and making recommendations based on findings.
- Considerable experience with policy and training development, dashboards, Key Performance Indicators (KPIs), development and statistical reports that meet project and client objectives.

- Considerable experience with financial information system (e.g. SAP, SAP Business Warehouse, S4 Hana) to capture and manipulate data.
- Proficient in the use of Microsoft Office Applications (Word, Excel, PowerPoint), managing databases and ability to adapt to new technologies.
- Strong verbal and written communication and interpersonal skills to effectively interface with senior management, staff in other divisions, community agencies and other levels of government.
- Ability to analyze statistical data, reports, research materials and ability to prepare, organize and present information.
- Ability to work independently in a demanding, fast paced, constantly changing environment.
- Effective decision-making, conflict resolution and program solving skills, demonstrating innovation with a results-oriented approach.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to employment equity.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the **application process** is available upon request. Learn more about the City's Hiring Policies and Accommodation Process.

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