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## ADMINISTRATION POSITION OPPORTUNITY

**Job Title:** Manager, Financial Planning & Reporting  
**Division/Department:** Financial Services & Planning  
**Reporting To:** Associate Director, Financial Planning  
**Salary:** To be determined

**Competition #:** 2019-154  
**Status:** Full-time  
**Campus:** North

### POSITION SUMMARY:

Under the general direction of the Associate Director, Financial Planning, the Manager, Financial Planning & Reporting is responsible for the College's annual planning process, Executive & Board Reporting, evaluation of revenue diversification opportunities as well as analytical/financial modelling projects. More specifically, the incumbent will:

- Participate in the College's Integrated Planning process in collaboration with management, managing the College's new fiscal budget development process and related communication/reporting requirements;
- Develop and produce reporting & presentation packages for the Senior Management Team and Board of Governors;
- Oversee the development of analytical/financial models and reports to identify and communicate risks as well as opportunities for the College, supporting decision making and enabling continuous business process improvements;
- Manage special projects, including evaluation of revenue diversification opportunities, to inform the College's investment decision;

### QUALIFICATIONS:

The successful candidate will have a four (4) year degree in accounting/finance or a related field, along with a Chartered Professional Accountant (CPA) designation and five (5) years of related work experience. The incumbent needs to demonstrate experience in budget development and forecasting, business cases analysis, financial modelling, and management reporting. In addition, the incumbent must possess leadership skills with experience in team development, demonstrate commitment to client service, and have well-developed analytical, time management and organizational skills to thrive in a busy environment with competing deadlines.

**\*We thank all applicants for their interest in this position. Only applicants selected for an interview will be contacted.**

**Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.**

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## ADMINISTRATION POSITION OPPORTUNITY

**OPEN DATE:** June 6, 2019

**CLOSE DATE:** June 20, 2019

All candidates are asked to submit a cover letter and resume to HR Services by applying online at:  
<http://www.humber.ca/careers>