



## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Corporate Finance Business Partner
<b>DEPARTMENT:</b>	Business Planning, Finance
<b>REPORTING TO:</b>	Director, Corporate & Commercial Finance

---

### SUMMARY:

Reporting to the Director, Corporate & Commercial Finance, the Corporate Finance Business Partner is responsible for leading the annual budgeting process across the organization, leading the development of the re-forecasting process on a quarterly basis, and maintain and proactively improve financial models and business processes to enhance and streamline existing practices. This is a hands-on entrepreneurial role that will provide key analytical support to the functional teams and plays a key role in elevating robust decision making across the organization.

### DUTIES AND RESPONSIBILITIES

- Collaborate with functional leaders to develop the annual budget, quarterly forecasts, and in-depth understanding of monthly results drivers
  - Support business leaders in developing a clear understanding of their financial plans and how it fits into the organization's overall strategy
  - Identify potential risks and opportunities in the budget/forecast and communicate the potential impact effectively and appropriately
  - Partner with all areas of the organization to understand the drivers of value to the business, including the story behind the numbers
- Play a leading role in the continued development and maintenance of a Corporate Planning Management (CPM) System
- Effectively and concisely communicate complex financial concepts and analysis to all different levels of the organization
- Exceptional collaboration skills that support working in a cross-functional environment with an ability to positively influence decision making at all levels of the organization
- Lead the continued development of standardized monthly performance reporting materials to our senior leadership team and board
- Ability to build complex financial models on an as needed basis to support effective decision making
- Support the development of Key Performance Indicators (KPIs) for the business units to support aligned decision making
- Drive an environment of continuous improvement by strengthening, modifying or eliminating current processes to increase efficiency and strengthen controls

### EDUCATION AND EXPERIENCE

- Bachelor's degree in Accounting or Finance
- Professional Finance Designation (CPA/CMA/CGA/CA or CFA) preferred
- Minimum 8 years' experience a finance environment, preferably in the manufacturing sector with at least 3 years leading dynamic financial analysis
- Advanced skills with MS Office (PowerPoint and Word), expert skills in Excel

### RELATED SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrated experience in business planning and accounting/finance in a high paced environment

- 
- CPM system experience would be considered an asset
  - A self-starter and results-driven individual with the ability to work in a dynamic, high-growth environment
  - Ability to build strong relationships across different functions outside of Finance
  - Demonstrated analytical, problem solving and decision-making abilities
  - Excellent communication skills, both verbal and written
  - Ability to prioritize under the pressure of tight deadlines and handle multiple projects in a fast-paced environment
  - Strong interpersonal skills; able to work independently and as a part of a team
  - Advanced modelling skills required