



JOB DESCRIPTION

Job Title:	Financial Planning Analyst	
Location:	Arnprior	
Department:	Finance	
Reporting to:	Controller	
Reviewed by:	Controller	
Approved by:	CFO	

SUMMARY

Reporting to the Controller, the Financial Planning Analyst will primarily be responsible for the analysis and maintenance of the company's multi-facility manufacturing costing system. Complex, in depth and detailed explanation for variances in a variety of reports and formats are encompassed within this position.

RESPONSIBILITIES

- Performs in-depth monthly analysis of manufacturing costs against standard including explanation of major variances
- Prepares monthly analysis of cost of goods sold and gross margin reports with proactive investigation of irregular results
- Develops and refines product / project costing systems as required
- Analyzes inventory valuations for accuracy and assists with year end physical inventory counts in collaboration with Production / Operations personnel
- Analyzes inventory balances, turns and reviews obsolete inventory reserves with Material Management on a monthly / quarterly basis; investigates larger anomalies
- Prepares, monitors, and investigates weekly inventory cycle counts with Production / Operations personnel; investigates larger anomalies
- Prepares and analyzes reporting to Managers / Executive Leadership on manufacturing variances through monthly cost review meetings
- Prepares and analyzes Contract Bid proposals to help ensure costs are accurate to ensure favourable margins
- Prepares Manufacturing Budgets, reviews material standards and prepares labour and overhead rates for costing system; participative in updating system costs / identifying problematic costs
- Performs month end cost accounting closing duties, including journal entry preparation and input
- Supports Management in the preparation of quarterly income statement forecasts
- Monitors transfer cost mechanisms to ensure compliance with guidelines and regulations
- Supports Accpac and Misys implementation at plant sites
- Provides Misys training as required
- Maintains respectful communication with co-workers and supervisory staff
- Familiar with the Company's ISO Quality Policy and understands the impact of this position on the competitiveness and performance of the company.
- Performs other projects or duties as assigned
- Complies with and follows Health & Safety policies and how it applies to daily duties

EDUCATION & QUALIFICATIONS

- University degree in Accounting, Business or a related field combined with a professional accounting designation (CA, CGA or CMA) is required; equivalent experience would be considered
- 5 - 7 years related experience (experience working in a manufacturing environment considered an asset)
- Strong analytical and technical skills, including proficiency with Microsoft Office applications, ERP, Accpac/Misys a definite asset



- Experience with intercompany transactions and transacting with multi currencies
- Ability to work with minimal supervision and work effectively as part of a team
- Ability to exercise sound judgment, discretion, initiative and a high degree of confidentiality
- Ability to analyze problems, proactive resolution and proposal of solutions
- Ability to maintain strict deadlines for closing processes, project timelines therefore requiring flexibility, organization, speed, accuracy and attention to detail

WORK ENVIRONMENT / STRESS / PHYSICAL EFFORT

Work Environment:

- Some travel required
- Works in cubicle in a well lit area with other co workers; central air system
- Normal office work environment with the freedom to stand, sit, walk and stretch as necessary

Stress:

- Occasional stress at month ends/ quarter ends from adherence to closing deadlines
- Occasional stress during time sensitive preparation of analysis / difficulty in getting sufficient information from which to properly analyse

MANAGEMENT/SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision Given:

No supervisory responsibilities

Functional Advice:

Advisory responsibility regarding gross margin composition, variances in costing, and other variance costs impacting our financial results. Advisory role in diagnosing system problems or inquiries within ACCPAC and MiSys.

TYPE OF SUPERVISION REQUIRED/INDEPENDENCE OF ACTION

Supervision:

Employee works under general supervision

Independence of Action:

Most methods and procedures are defined, however employee is encouraged to refine or create new processes as required. General daily tasks are performed independently with an awareness of updating supervisor to ensure she / he is informed on progressing situations.

CONSEQUENCE OF ERROR

Inaccurate or untimely analysis of variances could result in false reporting of margins on financial reports that are used to make business decisions. Inaccuracies in inventory valuation can falsely misrepresent our financial data reported to various stakeholders internally and externally of the Company. Inaccurate cost analysis for the purpose of contract bids could result in low margins on revenues.

CONFIDENTIALITY

- Deals with sensitive financial information on a daily basis including costs of raw materials, labour costs, overhead, margins on sales, capitalized project spending and a wide variety of other detailed vulnerable business information
- Provides necessary data to department Managers, Executive Leadership or other members of the Company as required and with discretion of nature of information



CONTACTS

Internal Contacts:

Internal contacts are widespread and include Executive Leadership, Managers, colleagues within customer service, operations, purchasing, sales, marketing and PDG. Needs to work closely with other finance members and interacts frequently with IT, PDG and Operations. Interacts with operational / office / finance staff at other sites on various project or actual cost related issues.

External Contacts:

External contacts are with various consultants and / or auditors pertaining to project costs such as SR&ED tax credits and similar projects.

PHYSICAL SKILLS

- Use of computers & other office equipment
- Little physical effort is required