

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2026-16 FINANCIAL ANALYST (Permanent, Full-Time)

The Town of Hanover is seeking a skilled and analytical professional who thrives at the intersection of data, strategy, and public service to join our Finance team. The Financial Analyst will help strengthen how we plan, invest, and care for municipal assets. This role offers a unique opportunity to influence long-term decision-making, collaborate across departments, and contribute to a culture of sound financial stewardship and continuous improvement.

Position Summary

The Financial Analyst is a new position that will support the Town of Hanover's commitment to long-term fiscal sustainability, evidence-based capital planning, and reliable asset information. Reporting to the Director of Corporate Services/Treasurer, the incumbent will coordinate the organization-wide effort to improve asset data quality and usability, transforming large, complex datasets into accurate, trusted asset records that enable lifecycle, risk, and financial analysis to guide investment decisions. Working with a high degree of independence, the incumbent will become the Town's asset management subject matter expert, partnering with departments to capture technical inputs and move the program from data to decisions.

A comprehensive position description detailing the role and responsibilities is enclosed.

Knowledge, Skills, Experience & Certifications

- Post-secondary degree or diploma in a quantitative or analytical discipline such as Finance, Accounting, Economics, Business Analytics, Public Administration, Engineering/Engineering Technology, Data/Information Management, or a related field.
- Must be willing and able to complete asset management training, as required.
- Must be willing and able to progress toward ongoing proficiency in enterprise asset management tools (e.g., CityWide), and/or other applicable technologies.
- Demonstrated experience (typically 2+ years) in roles involving data analysis, financial analysis, infrastructure/capital planning support, performance reporting, or analytics in a complex organization. Municipal/public sector experience is an asset but not required.
- Experience working with large datasets, including data validation, cleaning, and building repeatable analysis processes (e.g., standardized templates, documented assumptions, and QA checks).
- Experience working cross-functionally to gather inputs from subject matter experts and translate operational knowledge into structured data and usable decision tools (e.g., lifecycle assumptions, condition criteria, risk scoring).
- Exceptional attention to detail and commitment to data accuracy; ability to detect inconsistencies, validate assumptions, and ensure analysis reflects real-world asset information.
- Strong analytical, conceptual and problem-solving skills, with ability to interpret large and complex data sets and extract meaningful insights.
- Ability to build practical asset planning outputs aligned with municipal asset management expectations, including lifecycle/cost forecasting and risk considerations over a multi-year horizon.

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- Strong interpersonal and facilitation skills; ability to work across the organization, build trust with operational leaders, and obtain timely, high-quality inputs from subject matter experts.
- Excellent written and verbal communication skills; ability to prepare clear summaries, dashboards, and briefing materials for non-technical audiences, including Council and the public.
- Proficiency with data and reporting tools, including Excel, and comfort learning/reporting in enterprise systems (CityWide); experience with data visualization tools (e.g., Power BI) is an asset.
- Strong organizational skills with the ability to manage multiple priorities, document work clearly, and build repeatable processes.
- Demonstrated ability and willingness to become proficient in CityWide and related municipal systems through formal training and hands-on use.
- Commitment to public service values: transparency, integrity, respect and accountability.
- Valid Ontario Class “G” driver’s license in good standing, with access to a reliable vehicle to use on corporate business. Must be willing and able to travel between municipal work sites.
- Criminal Record, Judicial Matters and Vulnerable Sector Check satisfactory to the Town.

Compensation and Benefits

The Town of Hanover offers a comprehensive compensation, pension, benefits and wellness package. Anticipated salary range is \$60,151.00 to \$69,942.60 based on a 35 hour work week.

Application Instructions

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2026-16 by email, mail, or in person by 4:00pm on Monday, June 8, 2026 to:

Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca

The Town of Hanover is an equal opportunity employer that values diversity and inclusion. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Artificial intelligence (AI) is not used to screen candidates. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Job Description

Prepared: May 2026

Reviewed By: Director of Corporate Services/Treasurer

Position Title:	Financial Analyst
Department:	Corporate Services
Reports To:	Director of Corporate Services/Treasurer
Supervises:	Directly: None Indirectly: None
Position Status:	Full-time
Location:	Civic Centre, 341 10 th Street
Pay Method:	Salary based on established hourly rate
Normal Work Week:	35 hours per week
Management Status:	Non-management; non-supervisory
Remote Work Eligibility:	Occasional

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Working with a high degree of independence, the incumbent will become the Town's asset management subject matter expert, partnering with departments to capture technical inputs and move the program from data to decisions.

This work aligns with provincial expectations for municipal asset management planning.

Duties and Responsibilities

Operations

- a) Own and improve corporate asset information quality by validating, cleansing, and maintaining the Town's asset inventory and attributes within the Town's

enterprise asset management system (CityWide) and related data sources; identify gaps, errors, duplicates, and misclassifications and implement corrective actions.

- b) Break down large datasets into component parts (asset class, component, location, age, condition, criticality, service impact, etc.), reconcile inconsistencies across systems, and document assumptions and data lineage so results are repeatable and auditable.
- c) Strengthen GIS alignment and asset location accuracy by coordinating with Grey County GIS/support resources to ensure assets are correctly mapped (where applicable), appropriately linked to spatial references, and usable for planning and reporting.
- d) Develop and maintain asset profiles (standardized attributes, lifecycle events, condition ranges, replacement/renewal assumptions, and costing methodologies) for Town asset classes; ensure profiles reflect actual Town standards and operating realities through structured engagement with subject matter experts.
- e) Develop and maintain risk profiles and prioritization inputs (probability/likelihood and consequence/service impact) for asset categories and/or key assets; support the Town's ability to compare projects and investments across services using a consistent, transparent approach.
- f) Lead lifecycle and cost analysis to estimate renewal/rehabilitation needs and costs over time; create/update deterioration and lifecycle assumptions in collaboration with operational leaders.
- g) Produce core asset management planning outputs that inform decision-making, including an annual draft list of priority capital projects and key inputs for the development of a 10 year capital forecast.
- h) Support service-based planning by working with departments to define/refresh current and proposed levels of service and translate those into asset investment needs, including identification of trade-offs (cost, risk, and service implications).
- i) Prepare clear, decision-ready reporting (dashboards, summaries, and briefing materials) for Council, Senior Leadership, and managers; translate complex asset/financial information into accessible formats and defensible recommendations.
- j) Coordinate organization-wide inputs by facilitating structured data collection from subject matter experts (e.g., roads, water/wastewater, parks and recreation, facilities) and ensuring the information is captured consistently and stored in a way that can be maintained over time.
- k) Advance continuous improvement of asset management practices (data governance, standards, templates, and workflows) and support a culture where

asset information is maintained as part of regular operations.

- l) Build proficiency in CityWide and related tools required for the role; develop the ability to independently run queries, import/export data, and develop asset planning reports.

Spending, Budgets & Internal Control

- a) Provide targeted financial analysis support during budget preparation, including trend analysis, cost driver identification, and selected variance or sensitivity reporting to support departmental and corporate budget decision-making.
- b) Support the Treasurer and finance staff in data integrity and reconciliation activities where asset data and financial reporting intersect (e.g., ensuring consistent asset classifications and defensible assumptions that support long-term planning).
- c) Maintain strict confidentiality in handling sensitive corporate information, communications, and public inquiries, always exercising discretion and sound judgment.

Health & Safety

- a) Conducts all functions and responsibilities in accordance with Occupational Health & Safety Act (OHSA) requirements as they apply to employees. Implements and abides by all legislative provisions and municipal policies, procedures and guidelines to promote a safe and compliant work environment.

Other

- a) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Post-secondary degree or diploma in a quantitative or analytical discipline such as Finance, Accounting, Economics, Business Analytics, Public Administration, Engineering/Engineering Technology, Data/Information Management, or a related field.
- Must be willing and able to complete asset management training, as required.
- Must be willing and able to progress toward ongoing proficiency in enterprise asset management tools (e.g., CityWide), and/or other applicable technologies.

Experience:

- Demonstrated experience (typically 2+ years) in roles involving data analysis, financial analysis, infrastructure/capital planning support, performance reporting, or analytics in a complex organization. Municipal/public sector experience is an asset but not required.

- Experience working with large datasets, including data validation, cleaning, and building repeatable analysis processes (e.g., standardized templates, documented assumptions, and QA checks).
- Experience working cross-functionally to gather inputs from subject matter experts and translate operational knowledge into structured data and usable decision tools (e.g., lifecycle assumptions, condition criteria, risk scoring).

Skills and Abilities:

- Exceptional attention to detail and commitment to data accuracy; ability to detect inconsistencies, validate assumptions, and ensure analysis reflects real-world asset information.
- Strong analytical, conceptual and problem-solving skills, with ability to interpret large and complex data sets and extract meaningful insights.
- Ability to build practical asset planning outputs aligned with municipal asset management expectations, including lifecycle/cost forecasting and risk considerations over a multi-year horizon.
- Strong interpersonal and facilitation skills; ability to work across the organization, build trust with operational leaders, and obtain timely, high-quality inputs from subject matter experts.
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- Demonstrated ability and willingness to become proficient in CityWide and related municipal systems through formal training and hands-on use.
- Commitment to public service values: transparency, integrity, respect and accountability.

Physical Demands and Working Conditions

- Work is performed primarily in an office environment at the Town Municipal Office; may require occasional travel to municipal facilities or off-site meetings.
- Extensive computer work and long periods of concentration.
- Standard municipal hours; some evening work may be required (for Council meetings or budget presentations, etc.) and occasional travel to conferences or training.
- Work is subject to frequent demands, interruptions and shifting priorities.
- May be required to work overtime and unusual hours to respond to work tasks and emergency situations in a timely manner.

Contacts

Internal: Director of Corporate Services/Treasurer
Finance Staff
Management Team
Managers and Supervisors
Administration & Clerical Staff

External: General Public
Council

Public Relations: None

Review

Department Head:		Date:
Human Resources:		Date:

Approval

CAO:		Date:
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