



THE CORPORATION OF NORFOLK COUNTY

Posting #: NU 42.25

Position: Supervisor, Financial Initiatives and Planning

Number of vacancies: 1

Job Code: 6FNFIP

Status: Permanent Full Time (35 hours per week)

Employee Group: Non-Union

Wage: \$82,868 – \$103,585 per annum

Division: Corporate Services

Department: Finance

Reports To: Manager, Financial Planning

Location: Simcoe, ON (with remote and in office work as required of the role)

Posting Period: September 10, 2025 – September 24, 2025

How to Apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/EA449A46A8>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)



Position Description:

- Coordinate the financial planning and reporting activities for the preparation and consolidation of Norfolk County's capital budget ensuring reporting requirements of Council, County Departments/Divisions and Federal and Provincial Governments are met.
- Act as a team leader by providing day-to-day supervision and direction to in order to maintain the delivery of effective and quality services.
- Coordinates the annual Credit Rating Surveillance
- Supervises debt administration to ensure the County minimizes reliance on borrowing and debt issues are at a competitive rate and properly recorded.
- Supervises the administration of Norfolk County's reserves and reserve funds by assisting in developing and monitoring long term financial strategies for capital projects and operations including but not limited to recommending appropriate reserve targets, adequacy and use of reserves and reserve funds.
- Authors, reviews, and provides financial input for Council reports, business cases etc.
- Develops and maintains corporate policies and processes for financial planning and reporting purposes.
- To oversee and provide advice and guidance to all departments and divisions on financial planning, accounting and reporting policies and procedures.
- To administer the development and facilitation of training programs for corporate capital budgeting and reporting functions and processes to staff, Managers and General Managers.
- Manage and maintain the budget system to ensure this system is available to all County Departments/Divisions in order to meet budgeting and reporting requirements.
- Manage, maintain and supervise the corporate grant reporting function to ensure Provincial and Federal reporting requirements are met ensuring maximum funding has been secured.
- To supervise the development and implementation of variance reporting for Departments/Divisions, Senior Management and Council.
- Oversee monitoring and analyzing capital projects and report on status.

- Oversee monitoring and communicating capital budget variances ensuring concerned parties are aware of status.
- Oversee the year-end accounting processes and analysis including year-end working papers and schedules.
- Liaise with Ministry staff in coordinating and managing Norfolk County's reporting requirements.
- To oversee and prepare and present written or verbal reports, policies and procedures and/or recommendations to staff, Managers, General Managers, Council and other government agencies as required.
- To supervise the development, review and updating of the County specific intranet areas to provide current and easily accessible information for corporate capital budgets and reporting requirements.
- To perform other related duties to assist in all functional areas of Financial Management and Planning department.
- Other duties as assigned.

Knowledge and Experience:

- A professional accounting designation (CPA) or substantial completion of the CPA program where candidates possess an equivalent combination of education and experience
- Minimum of 3 years of progressive accounting and financial reporting experience in a large, complex organization.
- Experience within an Ontario municipal environment is preferred.
- Experience in working with complex financial systems, preferably with the systems in the County's financial systems architecture (FMW, Microsoft Great Plains, and Pearl).
- Completion of the Municipal Accounting and Finance Program is considered an asset.

Skills and Abilities:

- Sound knowledge of municipal budget and financial control procedures, finance principles/practices.
- Excellent understanding of county operations, including experience in

provincial/federal grant and subsidy programs.

- Proficient in MS Office Suite (Word, Excel, Outlook), with demonstrated experience using advanced functions within Excel and have a working knowledge of corporate financial systems.
- Ability to manage staff and provide effective leadership.
- High degree of integrity due to exposure to confidential and/or politically sensitive information.
- Ability to work under pressure, adapt to changing priorities, meet strict deadlines.
- Ability to communicate effectively and concisely, both orally and in writing.
- Ability to work alone and in a team environment to establish and maintain effective working relationships with County staff at all levels.
- Excellent analytical and evaluation skills, including proficiency in developing financial models and tools.
- Must be aware of safe work practices as they relate to job responsibilities and work environment and have the basic understanding of the Occupational Health and Safety Act.

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted