

Financial Planning and Resource Analyst

About Toronto Metropolitan University

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our [next chapter](#).

The team

With a focus on responsiveness and empathy, the Vice-Provost, Students oversees a portfolio of 350 employees who work across the following core areas: The Office of the Registrar; Athletics & Recreation; Student Affairs which includes student life and learning support, career and co-op services, housing, and student care (student conduct and advocacy, sexual violence support and education); Student Wellbeing which includes the medical centre, counselling, health promotion, academic accommodations and testing; and Student Communications.

The opportunity

The Financial Planning and Resource Analyst provides support to the financial operations of the Office of the Vice-Provost, Students (OVPS), including supporting budget preparation, in-year forecasting, multi-year budget plans, financial analysis and reporting, accounting support, reconciliations and monitoring for the division. Additionally, the Financial Planning and Resource Analyst generates information and reports on financial and human resources data to support decision making and division planning. This role also supports internal clients with financial inquiries and provides training support, as needed.

Key responsibilities:

- Generates financial and human resources related data to support the Office of the Vice-Provost, Students (OVPS) in decision making and initiatives. Analyzes data and reports on business characteristics and other factors that inform OVPS policies.
- Operationalizes annual operating budget processes, under the direction of the Director. Performs statistical, cost and detailed financial analysis of data reported and extracts relevant information. Interprets data for the purpose of determining past financial performance, proper allocation and expenditures, and project financial probability.
- Monitors financial activities for OVPS central and Student Communications on a monthly basis. Provides leaders with financial status updates and discusses/resolves budget variances. Provides monthly financial status updates along with appropriate recommendations to the Director, Budget and Finance and the Executive Director.
- Develops, coordinates and provides training and education sessions, as required, to OVPS central and Student Communications to enhance their ability to both complete their budget & forecast deliverables as well as utilize available financial information systems effectively to support those deliverables.
- Provides detailed financial analysis and advice regarding staffing plans, budget allocations and organizational restructures, which directly impact labour-related decisions and resource distribution.
- Under the direction of the Director, collaborates with senior management in strategic workforce planning discussions, advising on staffing reorganizations, personnel allocations and financial forecasts.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of post-secondary degree in finance, accounting, business management or a related field
- A minimum of 4 years of experience in financial analysis, financial management, including financial planning, budgeting and reporting, preferably in a public sector organization.
- Experience with restricted and accrual methods of accounting.
- Experience preparing year-end working papers and complex annual statements.
- Experience in budgeting, performing variance analysis, and reporting.
- Experience with fund and/or project accounting.
- Strong financial management skills;
- Oral and written communication, and presentation skills;
- Knowledge of accounting and auditing methods for not-for-profit organizations;
- Analytical reasoning skills;
- Knowledge of various software applications used to track and report financial data;
- Interpersonal and human relations skills;

- The ability to handle multiple projects and assignments at once;
- Decision making skills.

Additional details

Position number	20005329
Reports to	Director, Budget and Finance
Department	Office of the Vice-Provost, Students
Work Location	<i>Hybrid</i>
Vacancy Type	FTCE
Employee Group	MAC
Start Date	ASAP
End Date	If applicable
Hours of Work	36.25
Grade	C42
Salary Scale	\$69,579 - \$111,145
Hiring salary range	<i>\$69,579 - \$90,362</i>
TA specialist	<i>Neha Puri</i>
Posting Date	February 6, 2026
Application close date	February 27, 2026

Additional Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- As part of the selection process, candidates may be required to complete an occupational assessment.

- Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the [AskHR webform](#). All information received in relation to accommodation will be kept confidential.

Please visit the [job search dashboard](#) at Toronto Metropolitan University to apply directly.