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| **Job Title:** | Part-time Financial Analyst |
| **Reports To:** | Controller |
| **Department:** | Finance & Corporate Services |

**JOB PURPOSE**

The Finance & Corporate Services department is responsible for supporting the activities of the Canadian Investor Protection Fund. The role of the Part-time Financial Analyst is to provide financial and administrative services to support the work of management and further the goals of the organization.

**DUTIES AND RESPONSIBILITIES**

Finance/Budgeting

* Develop and maintain templates for budget preparation.
* Co-ordinate annual budget.
* Track current financial data to alert management team in case of unfavorable variances.
* Assist in preparation of full year forecasts.
* Analyze historical and current financial data to understand the company’s financial status.
* Reconcile financial discrepancies by collecting and analyzing account information.
* Assist with financial statement close process
* Prepare audit working papers, as assigned
* Maintain financial security by following internal controls and procedures.
* Search alternate providers for services to ensure cost effectiveness.

# Monitor Procurements

* Monitor compliance with the Procurement Guidelines.
* Track any exceptions provided for under the Procurement Guidelines, to allow for reporting to the Audit, Finance & Investment Committee.
* Obtain all contracts for services and enter into the Contracts database.

# Office Administration

* Main contact with building for office facilities.
* Liaise with suppliers and contractors and with the landlord re: security and maintenance matters.
* Arrange office cleaning services.

# Accounts Payable/Visa Payments

* Provide back up support for processing invoices.
* Provide back up support for the EFT and VISA process.

# Other

* Ensure confidential documents, as identified by each Department, are handled in accordance with CIPF policies.
* Other duties as assigned.

This document reflects the general details to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of the work requirements that may be inherent in the job.

**Qualifications and Job Requirements**

* 3 to 5 years of financial experience.
* Ideal candidate would have (or is currently pursuing) an accounting/finance designation.
* Accounts Payable experience.
* Excellent attention to detail.
* Meets deadlines and takes ownership of work.
* Clear and concise verbal and written communication skills.
* Strong organization, time management and prioritizing skills.
* Advanced Microsoft Excel.
* Proficient in Microsoft Word, PowerPoint and Acrobat.

**Key Competencies**

The competencies listed below are critical to success in this role.

* Critical Thinking: Attributes: Creative problem-solving skills, intellectual curiosity and an open mind
* Planning: Attributes: Prioritizing work and keeping manager informed of any obstacles that could result in delays
* Positive Attitude: Attributes: Adaptability and coachability
* Teamwork: Attributes: Sharing of information and collaboration

**WORKING CONDITIONS**

* This position is set in an office environment.
* The standard work week for this position is 21 hours.
* The standard business hours for this position are 9 am – 5 pm.
* Hours worked outside of the standard work schedule may be required.
* Ergonomic: Sitting for long periods of time, exposure to computer/laptop/mobile device screens for long periods of time and repetitive hand/arm movement.