

## Job Description – Senior Business Analyst

**Division:** Corporate Investments  
**Department:** Alternative Investments  
**Reporting to:** Director, Alternative Investments  
**Career Level:** Staff  
**Pay Type:** Salaried

### Job Overview

The Senior Business Analyst is accountable for the financial analysis for all new and existing business investment opportunities in areas such as real estate, private equity and any other forms of investment. They will be a key business partner in ensuring the delivery of key metrics to support the strategic plan.

### Role Details

- Effectively assess the viability of businesses and their financial statements in order to make an equity investment
- Skillfully use fundamental analysis principles, technical chart analysis and financial modeling to support the business
- Methodically develop, implement and monitor financial modeling procedures and practices that support FirstOntario's investments
- Systematically monitor monthly compliance requirements, including but not limited to loan facilities and debt covenant calculations
- Diligently monitor and report the integrity of all investments within the department
- Take the lead on auditor partnerships and request
- Continually identify and assess risks associated with equity placements and lending
- Accurately develop and maintain historical profitability reporting relating to investment initiatives
- Create and deliver presentations to business stakeholders
- Enjoy staying ahead of the curve when it comes to current business trends and practices, products and industry competition
- Assist in the development of business cases for new initiatives by providing solid research, analysis, valuation support and other required documentation
- Enjoy the challenge of continually improving processes and procedures
- Consider health & safety as a primary concern to ensure the overall well-being of yourself and others
- Perform other duties as required

### Required Skills

- Have a post-secondary diploma or degree in accounting, finance or business
- Obtained a CPA or CFA designation
- Be well-versed in financial accounting and financial modeling principals
- Well versed with data query/analysis tools
- Be extremely comfortable using a computer particularly MS Excel, including pivot tables and complex formulas
- Detail-oriented, accurate and a high level of organized
- Ability to work efficiently while having multiple projects and work assignments at the same time
- Be comfortable with restrictive deadlines and willing to go above and beyond to get the job done
- Demonstrated ability to work independently while supporting team members and organizational objectives
- Be quick to respond to requests for service from the business, and clients
- Take accountability and inherently demonstrate a high level of integrity and be trustworthy

- Demonstrate superior communication and interpersonal skills
- Understand your audience and tailor your message to suit their needs
- Be aware of and mitigate enterprise risk factors and ensure compliance with applicable regulations, legislation and FirstOntario policies and procedures
- Embrace the philosophy of lifelong learning and continuous improvement

*Accommodations for persons with disabilities are available upon request during the application process.*