Job Posting Template

Title:

The title of the job you are hiring for. *Example* – Financial Analyst

Company:

Name of Organization. *Example* - ABC Company, Ltd.

Location:

Where the job is located. *Example* – Calgary, AB

Value for Student:

Include skills, experience, special projects, or opportunities in which students/new grads can gain during their time with your organization.

Status & Duration:

Enter information for job status. *Examples* – Full time, Co-op, contract, volunteer, etc.

Start Date:

Enter an ideal or approximate start date. *Examples*: Month, Immediate start, After Graduation

Company Profile**:**

Insert a description about the company/organization. Approximately 3 - 5 sentences.

Include here anything that would positively entice a potential candidate. What differentiates you from your competition? Describe items such as corporate achievements or awards received, and how many years you hold those awards. Another major topic area to depict is what type of community and environmental initiatives in which your organization participates. An example of this could be a fundraising walk-a-thon, or a park clean-up in the spring sponsored by your organization.

*Example* - ABC Company Ltd is a Canadian-based organization in the <Industry type> Sector with 30 years of success and quality customer service. During that time, ABC has grown from a two-person operation in a basement to a multi million-dollar enterprise, Nationwide. ABC Company Ltd is proud to be on Canada’s Top 100 Employers list for the past 3 years, which means we value our employees and work as a team…….

Job Description:

Insert a description about the role for which you are advertising, include tasks required to be completed and duties

*Example:*

ROLE AND RESPONSIBILITIES:  
Corporate Finance Analysis and Reporting:

* Daily monitoring of credit availability in all loan facilities.
* Monthly analysis on inventory for security margin review on operating loan facilities with multiple financial institutions.
* Monthly reporting to multiple financial institutions, including compliance certificates and margin reporting.
* Preparation of loan draw requests through coordination with third-party appraisers, accounting, legal and operations teams, as required, to meet funding conditions as indicated in Commitment Letters.
* Preparation and on-going tracking of all Letters of Credit issues to third parties from financial institutions which includes liaising with Divisional Accountants and lenders.
* Preparation and analysis of requests for financing proposals in support of new loan requests which include but are not limited to commercial property mortgages, new commercial development projects, new housing development projects and land servicing development projects. This includes:
  + Creating (and maintaining for future loan reporting and draw requests) project development pro-formas in Excel for project cash flows.
  + Performing sensitivity analysis with respect to options for financing structures.
* Financial analysis with respect to divestment (sale of) real estate properties to third parties which includes liaising with Divisional Accountants for project details required for the return on investment calculations. This may also include assembling due diligence materials for property divestments.
* Similar analysis may be required for investment in new real estate.

Job Requirements:

Insert the requirements for the role such as physical, emotional, technical and communication skills required performing the job.

*Example*:

### REQUIREMENTS:

* Completion of a university degree in finance, engineering, mathematics, economics, statistics, or business
* Advanced experience with Microsoft Excel and PowerPoint
* Personal vehicle as limited travel is required (mileage allowance will be provided)
* Ability to prioritize multiple tasks and deliver on strict timelines
* Strong organizational, verbal, and written communication skills
* Attention to detail and accuracy in composing and proofing written materials
* Ability to establish and maintain cooperative working relationships
* A basic understanding of accounting and budgeting principles is required
* Must be professional, organized, and efficient

Concentration:

Please list your preference of concentration. If the posting allows flexibility, please select all concentrations.

How to Apply:

Indicate how the job applications should apply.

*Example*:

* Your website (include link and req #)
* E-mail
* Have the Haskayne Career Centre collect applications for you

Working Conditions:

List in bullet form, what working conditions the person will endure to get to and from the location of business, or what they will encounter while working.

*Examples*

* Within walking distance of transit
* office environment or warehouse setting
* noise level is usually moderate

Work Hours

* 8-hour shift
* 7:00 am-3:00 pm
* Monday to Friday