



**JOB TITLE:** Business Analyst (Contract, 4-6 months)  
**DEPARTMENT:** Guardian Capital Advisors LP (“GCA”)  
**REPORTING TO:** Managing Director, Head of Private Wealth Management  
**LOCATIONS:** Toronto, ON

## **JOB STATEMENT:**

Guardian Capital Group Limited (“GCG”) is a diversified financial services company, which serves the needs of clients ranging from private clients to institutions. Guardian Capital Advisors LP (“GCA”), the private client arm of GCG, is a dynamic and rapidly growing wealth management firm managing approximately \$3B for clients primarily in Canada, but also into the US and Caribbean. Our focus at GCA is to work with our clients to achieve their long-term wealth, succession, retirement and charitable giving objectives. As a trusted advisor, we work closely with our clients’ taxation, estate planning, and insurance advisors, delivering a holistic solution and client experience.

Guardian Capital Advisors LP (<https://www.guardiancapital.com/private-wealth-management/>) has a dynamic opportunity for a motivated individual who desires working in a progressive and team-based financial services environment.

## **ESSENTIAL FUNCTIONS:**

- Assisting on special projects focused on operational business improvement;
- Working closely with all departments including Operations, Administration, Compliance and Finance to develop a broad understanding of all investment processes and support systems;
- Providing overall business and systems support for production and User Acceptance Test (UAT) environments, where applicable;
- Working collaboratively with the business as well as infrastructure resources to ensure standards are applied and consistency in technology solutions is achieved;
- Assisting in the development and execution of reusable test plans and cases as well as defect resolution;
- Being responsible for researching and documenting business requirements for project implementations;
- Recommending alternative solutions, raising project issues and risks as well as quality and scope deviations;
- Analyzing existing investment and accounting processes and identifying the potential for new or re-engineered processes; and
- Working under tight timelines and turning around professional documentation in a short period of time.

## **JOB SPECIFICATIONS:**

- Post-secondary education in Business or Information Technology
- Extensive experience in requirements gathering, gap analysis and documentation assessments
- Good understanding of the investment industry required
- Strong knowledge of Microsoft Word, Excel, Visio and MS Project and an understanding of Operating Systems (Windows, Unix) as well as SQL
- Experience with Microsoft CRM an asset
- Knowledge of Crystal Reports and/or Actuate preferred
- Analytical problem-solving skills, strong communication and documentation skills
- Professional work ethic

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@guardiancapital.com](mailto:hr@guardiancapital.com).*

*Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*