



GUARDIAN CAPITAL

JOB TITLE: Senior Financial Analyst
DEPARTMENT: Finance, Guardian Capital Group Limited (“Guardian”)
REPORTS TO: Senior Manager, Finance
LOCATION: Commerce Court West, 199 Bay Street, Toronto

JOB STATEMENT:

Guardian is a diversified financial services company founded in 1962. Guardian provides institutional and private wealth investment management services, financial services to international investors and services to financial advisors in its national mutual fund dealer, securities dealer and life insurance managing general agency. Reporting to the Senior Manager, Finance, the Senior Financial Analyst will aid in the financial reporting of Guardian’s investment funds and the financial reporting of Guardian’s smaller entities. The successful candidate will also assist with the quarterly corporate reporting and other ad hoc projects as assigned.

ESSENTIAL FUNCTIONS:

- Being responsible for the day-to-day liaising with the service providers for the Guardian Capital Funds and the Guardian Real Estate Fund;
- Assisting in the compilation of the property manager reports of the Guardian Real Estate Fund;
- Working with the service provider to prepare the financial statements, MRFP and other documents for the Guardian Funds;
- Supporting the year-end audits of the funds and responding to the external auditors’ requests;
- Assisting with Guardian’s internal and external reporting; and
- Performing special projects and other duties as assigned.

QUALIFICATIONS:

- Post-secondary education
- 5 years of financial reporting experience combined with an accounting designation or working towards a designation
- Solid understanding of the investment fund and the financial services industry
- Excellent problem-solving, decision-making, interpersonal and communication skills
- Advanced knowledge of Microsoft Excel and strong knowledge of other computer applications – general ledger systems, PowerPoint and Word

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.

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.