

Cash Management Analyst

We're Investors Group – a Canadian leader in providing personal financial planning services, and dedicated to building lasting client relationships. This is your opportunity to build a career with a leading organization where you can learn, grow and thrive both professionally and personally.

Our vision is to be the best financial services company serving the long term needs of individual Canadians.

At Investors Group:

- We relate to our diverse clients through **Comprehensive Planning**.
- In all of our endeavours we are **Diligent In Our Efforts**.
- We respect each other and the communities we serve by being **People Who Care**.

If you share our vision and values, we'd like to hear from you.

We are currently looking for a **Cash Management Analyst** to join our Finance division in the Corporate Investments and Treasury department. This area is responsible for the company's treasury operations, corporate finance activities, investor relations, asset & liability management, financial risk management and corporate investing activities.

The incumbent will be responsible for ensuring daily banking services, cash flow management activities and treasury operations are properly monitored and executed.

Responsibilities include:

- Compile and review all expected sources & uses of cash for corporate and mutual fund accounts to determine daily and long-term cash flow requirements.
- Execute purchases, sales and settlement of foreign currencies with various banks. Process internal transfers on banking systems. Balance and reconcile key reports.
- Accumulate daily bank deposit details and bank account histories from various banking software and provide information to numerous internal departments.
- Provide/arrange banking, foreign exchange and other treasury information to region offices, consultants and head office staff.
- Prepare reports and analysis on cash management and foreign currency activities.
- Develop process improvements and participate in corporate projects.

Qualifications:

- Minimum of two plus years experience in an accounting or financial market related position. Experience with Mutual Funds, securities/investments, derivatives, foreign currencies and banking operations preferred.
- Post secondary degree/diploma specializing in Accounting/Finance such as Bachelor of Commerce or other relevant program. Preference will be given to candidates enrolled in a recognized accounting program. (CGA, CMA)
- Proficiency in PC software such as MS Excel and Word is required.
- Strong organizational and problem-solving skills, with demonstrated ability to effectively handle pressures of deadlines, changing priorities and work volumes.
- Completion of the Canadian Securities Course would be a definite asset.
- Knowledge and understanding of Investors Group operations, products, and services would be an asset.

ADDITIONAL INFORMATION: Must be able to start by 7:30am. Overtime may be required during peak times.

To apply for this position, send a cover letter and resume, indicating the position title, to:
resumes@investorsgroup.com. Deadline for applications is February 17, 2012.

We thank all applicants, however, only those under consideration will be contacted.