

<b>Job title:</b>	Senior Financial Analyst
<b>Department:</b>	Finance
<b>Location:</b>	Calgary, Canada
<b>Supervisor:</b>	VP Finance

## JOB DESCRIPTION

---

### Job purpose

To compile, analyze and report corporate financial information to the Executive team on a timely basis.

### Duties and responsibilities

For the Network Innovations Group be the lead for reporting and distribution of financial reports to the Executive Group and Sales Team

- Prepare monthly financial statements for each legal entity in the Network Innovations Group of Companies in the base currency of the particular company
  - Compare the monthly results to the budget
  - Analyze the results and investigate significant variances
  - Communicate the variances and results of the analysis to the Corporate Controller to determine if changes are required.
- Prepare Margin Analysis and work with the Corporate Controller to investigate significant differences
- Prepare Year to Date (YTD) combined statements, on a monthly basis for the Network Group
- Prepare monthly sales report for the sales leaders
- Assist with annual budgeting
- Maintain and update budgeting models
- Design reports in MV to report sales and/or results by organizational verticals
- Prepare the annual financial statements for review by PwC that are in accordance with ASPE (Accounting Standards for Private Enterprises)
- Prepare additional adhoc reports and analysis as requested
- Distribute monthly financial reporting package after review and approval from the VP Finance

### Qualifications

Qualifications include:

- Minimum 2-3 years relevant work experience.
- University Degree and Accounting Designation – CPA
- Strong attention to detail

- Strong interpersonal skills and ease with communicating with various levels in the organization (including senior management)
- Self-motivated with a positive attitude
- A willingness to embrace and live the core values of Network Innovations.

**Direct reports:**

Currently this position has no direct reports.

**Working conditions:**

This position operates in a professional office environment and it is expected that the incumbent work in the Calgary office during normal office hours. At certain times this position may require the incumbent to work extended hours to ensure that deadlines are met and it is expected that whatever hours are required, within reason, will be invested to ensure that the responsibilities of the position are fulfilled and the deadline met.

**Physical requirements:**

An ability to travel sporadically and on a global basis. A valid passport without restrictions. Sitting and using a computer for extended periods of time.

---

**Disclaimer Statement:** This job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed above provided that such duties are characteristic of that classification.