

## FINANCIAL ANALYST (12-14 MONTH CONTRACT)

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

### POSITION OVERVIEW

We are seeking a Financial Analyst (12-14 month contract) to join our Financial Services team. The Financial Analyst will play a key role in the Financial System conversion project as well as being responsible for day-to-day tasks such as preparing, maintaining, and analyzing complex financial (and other) data/reports for senior management and lawyers.

### KEY ACCOUNTABILITIES

- Lead the setup of Dashboard Design for the new Financial System project and train other Finance team analysts to become Dashboard experts.
- Assist in data validation and testing for the new Financial System project.
- Actively participate in training sessions and workshops throughout the year and train other team members on system capabilities.
- Prepare, analyze and maintain complex internal management reports (financial and non-financial information) for Finance Managers and Executive & Finance Committees.
- Prepare and maintain internal reports for lawyers and respond to ad hoc requests for information.
- Lead and participate in internal client meetings; includes preparation of presentation materials and agendas.
- Develop, modify and maintain complex reports for internal administrative departments.
- Review, validate and/or provide guidance on the interpretation of reports prepared by other Financial Analysts or Financial Reporting Assistant.
- Analyze client and matter profitability and understand financial implications.
- Develop and maintain reports to analyze key internal metrics (financial and non-financial).
- Assist in maintenance of the Financial Accounting/Reporting system.
- Assist in setup and management of accounting system records for Accounting and IS.
- Provide backup support to other Financial Analysts, Pricing Analyst and Finance Managers.

### ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Management Accounting, Financial Accounting, Corporate Taxation or Internal Auditing.
- Attained a professional accounting designation or in pursuit of designation.
- 5+ years previous related experience, preferably in a professional services firm.
- Experience with Financial System maintenance and data tables, and knowledge of SQL, and Access is preferred.
- Strong technical skills with expert knowledge of Excel including pivot tables required.
- Experience with 3E or Elite Financial system would be an asset.

- Strong client service orientation combined with the ability to manage multiple client needs.
- Exceptional analytical and problem solving skills with the ability to quickly grasp complex assignments.
- Ability to plan, organize, schedule and deliver within tight deadlines in a high pressure environment.
- Excellent communication (verbal and written) and interpersonal skills.
- Excellent judgment – the ability to work with tact, poise and discretion; and the aptitude to analyze a variety of considerations, determine what’s important, and assesses possible course of action.
- Ability to work well independently and collaboratively within a team environment.
- Leadership, relationship, and collaboration skills.

### **HOW TO APPLY:**

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting ([firmadminrecruiting@torys.com](mailto:firmadminrecruiting@torys.com))

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted

*We foster an inclusive and accessible environment and are committed to providing support to applicants and firm members with disabilities. If you require accommodation at any time during the recruitment process, please contact [Malinda Dunfield](#), Manager, Human Resources.*