

JUNIOR FINANCIAL ANALYST

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

Reporting to the Sr. Manager, Financial Reporting, the Junior Financial Analyst is responsible for managing the Financial Reporting requests inbox, as well as preparing, maintaining, and analyzing financial data/reports for Financial Analysts, Managers and other stakeholders. This individual will be required to provide support to Financial Analysts and Managers for day-to-day tasks as well as for projects.

KEY ACCOUNTABILITIES

- Produce and maintain standard reports through 3E and Elite Enterprise or through SQL scripts for lawyers and Administrative functions. Review reports to ensure data integrity.
- Manage the Financial Reporting requests inbox by responding to questions and requests in a timely manner. Assess complexity of request and complete report or escalate to appropriate Financial Analyst.
- Participate in internal client meetings; prepare presentation materials and agendas.
- Support Financial Systems Analysts with system setups and maintenance of records/fields.
- Provide support and backup to Analysts and Managers.
- Participate in the Financial System conversion project and attend all relevant meetings and workshops.
- Work with Pricing Analyst and Financial Analysts to collect data for external client reporting and Marketing & BD requests. Understand the business requirement and provide analysis on how to most effectively compile and present data.
- Support the Financial Accounting month end process including: compilation of Financial Package, Contract Lawyer Costs, Year End Auditor Requirements, etc.
- Provide support for the annual Partner Review and Associate Review processes.

ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Commerce, Management Accounting, or Financial Accounting.
- 1-2 years previous related experience, preferably in a professional services firm.
- Strong technical background and advanced Excel skills is required. SQL experience is an asset.
- Strong client service orientation with the ability to manage multiple client needs concurrently.
- Strong analytical and problem solving skills.



- Excellent communication (verbal and written) and interpersonal skills.
- Sound judgment – the ability to work with tact, poise and discretion.
- Ability to work well independently and collaboratively within a team environment.
- Exceptional attention to detail, efficient and organized.

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting (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 [Jenny Tavares](#), Senior Manager, Human Resources.