



## **Specialisterne Canada is recruiting!**

**Specialisterne Canada specializes in working with businesses to hire people on the autism spectrum or who face similar challenges, particularly accessing employment. Presently, TD Bank and Specialisterne Canada are working together to recruit for data analysis roles in compliance and controls in the Risk Management Department in Toronto.**

TD is committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. The company is dedicated to building a workforce that reflects the diversity of its customers and communities in which they live and serve, and creating an environment where every employee has the opportunity to reach her or his potential.

Specialisterne Canada provides recruitment, staffing solutions and management support to businesses interested in employing the skills and talents of neurodiverse people. A different perspective or an alternative communication style can be a great asset to any employer, yet because of standard recruitment processes and management practices, many people face systematic barriers to accessing and maintaining employment. Our process is designed to avoid these barriers.

Descriptions of the roles are provided below. Applications should be submitted in full no later than **May 26<sup>th</sup>, 2017**.

### **Role Descriptions – Data Analysis, Compliance/Controls, Risk Management**

#### **SENIOR MODEL RISK MANAGEMENT ANALYST (Role E-1)**

**Full-time, Permanent**

**Toronto**

**If you have a strong attention to detail, enjoy following standardized operating procedures and would be interested in working on keeping data in key risk models up to date, this may be the role for you.**

#### **Here is what you will do:**

- Receive model related data, organize data per established process and enter data into a Risk Model Inventory database following standard processes and procedures.
- Ensure all data is complete and when there is missing data follow up with data owners via email to request missing information.
- Assist with follow up on model related data with owners and testers through email and proceed to enter the information into a tracking system
- Assist with specific ad hoc tasks, including generating reports and data entry
- Communicate findings to stakeholders via email



- Support reporting functions by analyzing and validating data

### **In performing this role you will:**

- Demonstrate an attention to detail when following company standard operating procedures and decision trees
- Apply your intermediate level skills in Microsoft Excel to efficiently complete tasks within established timeframes
- Learn about model risk management practices and other related procedures

### **Nice to have:**

- Knowledge and skills in SQL and VBA programming
- An understanding of different types of quantification methods

## **ENTERPRISE RISK ANALYST (Role E-2)**

**Full-time, Permanent**

**Toronto**

**Want to be part of a team supporting risk management functions by identifying and resolving data system issues?**

### **Here is what you will do:**

- Ensure data accuracy by reconciling data against General Ledger balances (or other authoritative sources) to complete month-end processes
- Analyze reconciliation variances and report areas of concern following established procedures and guidelines
- Ensure all processes are accurately documented in line with audit/compliance requirements
- Assist in maintenance of data lineage and data glossary documentation
- When comfortable in the role, support the improvement of business processes

### **In performing this role you will:**

- Apply your user knowledge of Microsoft Excel and Access to execute the month-end reconciliation processes
- Apply your experience of data analysis and/or data reconciliation, gained in either an academic or professional setting to analyze and resolve data issues
- Use your strong organizational skills and attention to detail to prioritize and complete tasks within established timelines
- Have an interest in learning/developing risk management skills
- Communicate findings in a clear and concise manner

### **Nice to have:**

- Experience with using SharePoint site design/maintenance
- Experience with SQL queries



## The Recruitment Process

### Application

The first step in the recruitment process is for interested candidates to apply for the roles. This will involve completing an online questionnaire as well as submitting their resume to Specialisterne Canada. Instructions for applying are included below.

Applicants will be shortlisted for participation in the next step based on a review of each online questionnaire and assessing the likelihood of fit for the roles for which we are recruiting.

### Employment Discovery Workshop

The next step in the Specialisterne recruitment process is an Employment Discovery Workshop. It is a hands-on, task-based experience where you will work on specific projects in a relaxed setting. It is an opportunity to learn about our approach to hiring, and for us to get to know you – what motivates you, your interests and your skills. Every participant who attends will receive a summary profile useful with future employers.

### Training Program

Candidates whose profiles are well-suited for the roles for which we are recruiting will be invited to participate in a four-week skills evaluation and training program on the employer's site. It will include case studies, real-life projects, as well as training relevant to the roles and working environment.

### Employment

Employment offers are made to the candidates with the best fit. Once accepted, the individuals will transition into their positions at the organization. Specialisterne Canada will provide support where necessary, which may include modifications to the work environment.

Those not selected can have their profiles added to our database for consideration for other more suitable job opportunities in the future.

## To Apply

Please read the role descriptions carefully.

To apply and for more information on our recruitment process visit our website at [www.specialisterne.ca/opportunities](http://www.specialisterne.ca/opportunities).

Applications should be submitted in full no later than May 26<sup>th</sup>, 2017.

If you completed a Specialisterne questionnaire in the past, please do so again, as this one has been customized for this recruitment program.

If you have already attended a Specialisterne Discovery Workshop, wish to apply for one of these roles, please send an email to: [jobs@specialisterne.ca](mailto:jobs@specialisterne.ca)

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Passion for details



## **For More Information**

Please direct any questions via email to [info@specialisterne.ca](mailto:info@specialisterne.ca). If you prefer to speak on the phone, send us an email and we will schedule a call.

For more information about TD, go to <https://www.td.com/about-tdbfg/our-business/index.jsp>.

For more information about Specialisterne, visit our website [specialisterne.ca](http://specialisterne.ca).

We look forward to hearing from you!