



## **Specialisterne Canada is recruiting!**

**Specialisterne Canada specializes in working with businesses to hire people on the autism spectrum or others who identify as members of the neurodiverse community. Presently, Specialisterne Canada is working together with some of Canada's leading financial institutions to recruit for a variety of roles in Toronto.**

Specialisterne's employer partners are committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. Our partners are 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 **September 4, 2018**.

### **Role Description**

#### **FRAUD ANALYST (A-1)**

**Full Time, Permanent  
Toronto, Ontario**

**Are you attentive to details? Do you think logically and comprehensively? Does working with computer systems to review account activity or report unusual transactions seem like something you would enjoy?**

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

- Follow standard CIBC processes and policies to gather background information and compile transaction and account data
- Review account activity to identify risky behaviours and potential fraudulent activity and investigate further depending on findings
- Summarize your findings and recommend courses of action, which may include reporting or liaising with others

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

- Have a post-secondary degree or diploma in business, engineering, computer science, public management, mathematics, law, international relations or other experience providing similar background
- Use your investigative skills to analyze information and formulate action steps or conclusions



- Have an interest in learning about money laundering and regulatory requirements
- Gain general knowledge of banking, banking systems and internal controls
- Use your Microsoft Office and ability to effectively learn how to use computer systems to complete tasks
- As you get comfortable in the role, be able to work with minimal supervision

## **Nice to have:**

- Some training, knowledge or experience relating to fraud detection

## **ACCOUNT PROCESSING OFFICER (A-2)**

**Full Time, Permanent**

**Toronto, Ontario**

**Would you be interested in supporting operational teams by processing detailed information while looking for errors and improvements? Would you enjoy being part of a structured team, working on process driven tasks? If so, this role may be a good one for you.**

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

- Research and investigate administrative requests received via email, phone, mail or fax to ensure financial transactions are processed accurately and in a timely manner
- Gather and analyze matrix and statistical data in Microsoft Excel to improve department efficiency, effectiveness and service
- Identify and escalate any complex issues or situations that require further analysis or investigation
- Support internal bank branch staff by opening new accounts and documenting new and existing accounts as requested
- Contribute to simplification and improvement of processes for enhanced efficiency and customer experience

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

- Apply your intermediate to advanced Microsoft Excel skills including your ability to run macros to analyze statistical data
- Use your attention to detail to process detailed information with high levels of accuracy
- Use your analytical skills to research and investigate transactions and anomalies
- Use your ability to work efficiently and prioritize your work to complete tasks with high accuracy and within given timelines



### **INFORMATION SECURITY SPECIALIST (A-3)**

**Full Time, Permanent**

**Toronto, Ontario**

**Would you like to be part of an operations team dedicated to detecting and preventing threats to help secure information for one of Canada's leading banks? Does investigating complex problems with an attention to detail sound like something you would enjoy? If so, this role may be a good one for you.**

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

- Clean and format large data sets to facilitate analysis
- Review and analyze data to identify clusters, outliers and security threats
- Use statistical analysis and data mining techniques to support the development of strategies used to mitigate vulnerabilities and risk
- Summarize and present detailed findings and recommendations for increased security by email to the assigned manager
- Perform specific data or analysis based on business user requests
- Contribute to automation of reporting requirements

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

- Have a degree or diploma in Business, Computer Engineering, Mathematics, Statistics or equivalent experience
- Have an interest in the field of IT Security
- Apply data science techniques and use your Python and/or R programming skills to efficiently analyze data
- Use your exceptional attention to detail to detect anomalies or clusters to identify threats
- Use your critical thinking skills help to evaluate information inform your decision making

#### **Nice to have:**

- Experience using data visualization tools (e.g. Tableau)

### **DATA REPORTING ADMINISTRATOR (A-4)**

**Full Time, Permanent**

**Toronto, Ontario**

**Would you be interested in supporting projects within an IT environment? Would you enjoy using your organisational skills to run and distribute scheduled reports? If so, this role may be a good one for you.**

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

- Collect and analyze data metrics and measurements relating to IT functions and processes
- Run reports relating to process and function efficiency and other project management activities following an automated schedule
- Distribute reports by email using documented communication templates



- Work independently and in support of others to complete tasks in a structured environment

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

- Have a post-secondary degree, college diploma or equivalent experience
- Use your intermediate to advanced Microsoft Excel skills to run macros and create pivot tables
- Use your strong time management skills to complete tasks in a timely manner
- Apply your strong attention to detail to complete repetitive tasks with a high level of accuracy

### **Nice to have:**

- Experience with SharePoint and/or Tableau

## **SENIOR QUANTITATIVE ANALYST -STATISTICS (A-5)**

**Full Time, Permanent**

**Toronto, Ontario**

**Would you be interested in validating and testing analytical models for one of Canada's leading banks? Does using your strong statistical skills to ensure process efficiency and mitigation of risk? If so, this role may be a good one for you.**

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

- Review and test currently used models' mathematical consistency and accuracy following established processes and procedures
- Review data sets and given testing parameters and investigate potential risks with the currently used models
- Develop independent numerical benchmarks using MATLAB/SAS and conduct numerical tests to assess the accuracy of the models' implementation
- Identify areas for improvement and limitations on models and how they are being used to develop and promote sound model risk management
- Consult with colleagues, the academic community, and other financial institutions to gather their input into new modelling approaches and new regulatory requirements
- Write technical reports that includes a description of both model and benchmark approaches, as well as numerical test results and model quality

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

- Have a Master's or PhD degree in statistics, econometrics, finance, mathematics or another quantitative discipline
- Use your strong computer skills and experience with MATLAB, Microsoft Excel a SAS/another statistical software to validate and test models
- Use your solid writing skills to summarize your findings in technical reports
- Have a basic understanding of what credit and operational risks are
- Be interested in developing and maintaining your knowledge in financial industry modeling and changing technology



## Nice to have:

- Experience or knowledge of banking and financial industry, credit risk system design and/or Basel parameter estimation.

## **SENIOR QUANTITATIVE ANALYST – MATHEMATICS (A-6)**

**Full Time, Permanent**

**Toronto, Ontario**

**Would you be interested in analyzing mathematical correctness and consistency of analytical models used to manage risk within a bank? Do you enjoy working in structured environments? Does using your strong mathematical skills to investigate and identify limitations and areas for improvement sound like something you would enjoy?**

## Here is what you will do:

- Review and test currently used models' mathematical consistency and accuracy following established processes and procedures
- Develop numerical benchmarks to support the testing of models
- Identify and investigate potential risks with currently used models and recommend improvements
- Consult with colleagues, the academic community, and other financial institutions to gather their input into new modelling approaches and new regulatory requirements
- Write technical reports that includes a description of model and benchmark approaches, numerical test results and model quality

## In performing this role, you will:

- Have a Master's or Ph.D. degree in a scientific computing field (e.g., applied mathematics, mathematical finance, physics, or computer science) with experience and knowledge of stochastic calculus (e.g., at the level of the book Stochastic Calculus for Finance II by Steven Shreve) and C++ programming.
- Have a knowledge of financial derivatives and corresponding numerical valuation methods
- Be interested in developing and maintaining your knowledge in financial industry modeling and changing technology

## Nice to have:

- Experience or knowledge of banking and financial industry/products



**DATA ANALYST (B-1)**  
**Full Time, Permanent**  
**Toronto, Ontario**

**Does reviewing and analyzing data to gain insight into client behaviour and Enhance operational effectiveness sound interesting to you? Do you have a strong attention to detail and a knowledge of databases? Would you enjoy using your analytical & technical skills to provide insight into large sets of data?**

**Here is what you will do:**

- Analyze data to identify patterns, correlations and anomalies within the datasets as well as with other datasets
- Assist in identifying gaps in existing reporting capabilities and define potential solution to meet those gaps
- Generate and configure analytics dashboards, visualizations and reports relating to the efficiency of operations and systems
- Summarize key findings to be presented to internal stakeholders

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

- Have a university degree or college diploma in Economics, Statistics, Mathematics or other quantitative discipline
- Use your advanced skills in Microsoft Excel and in-depth knowledge of statistical methods to analyze large datasets
- Have an understanding of relational databases and some experience working with either SQL, MySQL, XQuery/Path, Oracle or DB2
- Use your ability to work with different data visualization tools (e.g. Tableau, Google Charts, D3, Highcharts)

**Nice to have:**

- Experience working with web app or open-source frameworks, programming languages or DevOps tools
- Exposure to ELK stack or SQL databases
- Data modelling experience or mainframe dataset formats and concepts

**PROJECT CONTROL OFFICER (B-2)**  
**Full Time, Permanent**  
**Toronto, Ontario**

**Would you be interested in supporting IT Development projects through Monitoring and tracking project related costs, resources and schedules? Would you enjoy being part of a structured team, working on process driven tasks?**

**Here is what you will do:**

- Monitor finances and contribute to financial forecasting to ensure that projects run in accordance to plan and budget



- Track and update project schedules and report on amounts spent and resources used for the project
- Validate and track contract invoices to project finances
- Provide weekly status reports and updates on project costs and variances
- Support the Project Manager when needed with project control management and documentation

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

- Have a good working knowledge of Microsoft Excel, including an ability to perform basic calculations in Excel
- Use your strong attention to detail and timeliness to support all project stakeholders in staying on track
- Work independently on tasks by following established guidelines and procedures
- Use your ability to summarize information to provide status updates
- Have the opportunity to recommend process improvements where appropriate

### **Nice to have:**

- Post-secondary degree, diploma or certificate in Finance or Accounting
- Familiarity with project cost management/planning or scheduling tools (e.g. Plan View)
- Understanding of Agile Methodology

## **SCRUM MASTER (B-3)**

**Full Time, Permanent**

**Toronto, Ontario**

**Would you be interested in supporting projects within an IT environment?**

**Would you enjoy using your organisational skills to help others keep on track and achieve team goals? If so, this role may be a good fit for you.**

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

- Support project delivery and provide updates to project staff by tracking and communicating team velocity and sprint progress
- Work with Software Developers, Quality Assurance Analysts and other project staff to facilitate project delivery from initiation through release of product
- Manage the backlog and ensure it is properly prioritized and sized as appropriate
- Recommend improvements in order to increase productivity
- Assist in identifying and removing any obstacles to enable team to reach its goals
- When comfortable in the role, you may be given the opportunity to organize and facilitate the Scrum ceremonies

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

- Have a university degree, college diploma or equivalent experience
- Apply your intermediate skills in MS Excel to organize, update and analyze project data
- Have an understanding of the principles of Agile Methodology



- Work collaboratively with others to achieve goals

## Nice to have:

- Scrum Master Training
- Experience with Jira

## **TECHNICAL DATA ANALYST (B-4)**

**Full Time, Permanent**

**Toronto, Ontario**

**Are you interested in being part of a team focused on innovating and improving applications, systems and programs to support the development of leading edge ATM? Does using your programming skills to create data analytics tools & creating environments sound interesting to you?**

## Here is what you will do:

- Assist in creating automated processes to extract data from various systems, transform it if needed and load it into analytics environments
- Design, configure and maintain analytics environments and Web User Interfaces
- Analyze the extracted data to identify patterns, correlations and anomalies within the datasets as well as with other datasets
- Assist in identifying gaps in existing reporting capabilities and define potential solution to meet those gaps

## In performing this role, you will:

- University degree or college diploma in Computer Science or Engineering, or equivalent experience
- Be able to program in Java and/or C# and have a working knowledge of Python and/or Ruby
- Have experience developing web-based applications in either HTML, CSS or JavaScript
- Have an understanding of relational databases and some experience working with either SQL, MySQL, XQuery/Path, Oracle or DB2
- Use your ability to work with different data representational formats (e.g. XML, JSON, CSV) to structure and transmit data
- Be familiar with Unix shell and/or Windows scripts

## Nice to have:

- Experience working with other web app or open-source frameworks, programming languages or DevOps tools
- Previous exposure to ELK stack or SQL databases
- Experience of data modelling or mainframe dataset formats and concepts





## **COLLATERAL ANALYST (C-1)**

**Full-time, Permanent**

**Toronto**

**Do you have an aptitude for handling data with an attention to detail? Would you be interested in working with colleagues and TD clients to resolve and escalate issues related to credit risk?**

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

- Issue cash loans to corporate clients against a security deposit (collateral) and marking the difference between the loan and the deposit
- Identify TD's exposure to corporate clients by comparing portfolio market value against collateral balances
- Work closely with your global counterparts to arrange the exchange of collateral on a daily basis
- Escalate and resolve collateral issues relating to counterparty credit risk
- Review statements and other financial data to identify specific information

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

- Have a Bachelor or Master's degree or equivalent experience in Business, Economics, Finance or another quantitative discipline
- Apply your intermediate to advanced skills in Microsoft Excel to review and analyze data
- Be familiar with financial derivatives (e.g. fixed income)
- Learn how to effectively use internal TD applications and other web-based tools to carry out daily tasks
- Use your communication skills to discuss and resolve differences with clients and other stakeholders
- Use your ability to effectively gather and analyze information and take action within established timelines

### **Nice to have:**

- Industry knowledge or experience
- CFA or FRM designation



**CAPITAL MARKETS RISK MANAGEMENT ANALYST (C-2)**

**Full-time, Permanent**

**Toronto, Ontario**

**Do you have an aptitude for handling data with an attention to detail? Would you be interested in gathering, reviewing and calculating data to help inform risk management decisions within a bank? If so, this role might be one for you.**

**Here is what you will do:**

- Review statements and other financial data to identify specific information
- Gather data to calculate the market price of bonds issued by the bank to various entities (e.g. Independent Price Verification and Valuation Adjustment)
- Review and contribute to the improvement of processes ensuring a high level of quality and efficiency
- Perform reconciliations and completeness checks against the General Ledger
- Work independently to complete time-sensitive month end tasks, including data calculations, bond pricing and other necessary variants
- Work closely with other TD teams such as Market Risk Control, audit, technology groups to meet objectives

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

- Have a Bachelor in Business, Economics, Finance or another quantitative discipline
- Use your good understanding of financial markets to generate calculations accurately and in accordance to policies
- Apply your strong attention to detail and intermediate to advanced skills in Microsoft Excel to review and analyze data
- Learn how to effectively use internal TD applications and other web-based tools to carry out daily tasks
- Use your communication skills to discuss and resolve differences with team members and other stakeholders
- Use your ability to effectively gather and analyze information and take action within established timelines

**Nice to have:**

- Industry knowledge or experience
- VBA and Access skills



**RISK ANALYST (C-3)**

**Full-time, Permanent**

**Toronto**

**Would you like to be part of a team supporting financial credit risk monitoring activities using your knowledge and interest in programming, developing and maintaining applications? Do you have a knack for identifying errors and finding solutions?**

**Here is what you will do:**

- Modify and develop databases and applications for business systems that monitor financial risk
- Analyze the business need and program, develop and maintain processes and applications to meet that need
- Collaborate with and support the broader team by troubleshooting issues identified by system users

**In performing this role you will:**

- Have a degree in Computer Science, Statistics, Financial Engineering, Mathematics or similar discipline or equivalent experience
- Use your solid SQL programming skills and ASP.NET to create interfaces and develop applications
- Use your intermediate to advanced Microsoft Excel skills to perform statistical analysis
- Apply your sound understanding of databases and data processing techniques to identify and resolve issues
- Apply your strong analytical skills to resolve issues within established timeframes

**Nice to have:**

- Experience with other programming languages such as C, C++ and C Sharp
- Knowledge of industry specific derivatives or risk management system processes



## 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 **September 4, 2018**.

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:

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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 Specialisterne, visit our website [specialisterne.ca](http://specialisterne.ca).

We look forward to hearing from you!