Specialisterne Canada is recruiting!

Specialisterne Canada specializes in working with businesses to hire people on the autism spectrum, or who face similar barriers to employment. Presently, Specialisterne Canada is working with CIBC to recruit for several roles in downtown Toronto.

Specialisterne Canada provides recruitment, staffing solutions and management support to businesses interested in employing neurodiverse* talent. 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.

CIBC places a high value on diversity in its workforce, recognizes the business benefits that accrue from responding to challenges from multiple perspectives, and is exercising a leadership position in the hiring of people with disabilities.

Descriptions of the roles are provided below. Applications should be submitted in full no later than August 15, 2019.

*Neurodiversity has for the purpose of this recruitment program been defined to include individuals on the autism spectrum, with PDD-NOS, ADD/ADHD, OCD, mental health diagnoses, learning disabilities and similar ways of being.

Role Descriptions

GLOBAL PAYMENTS PROCESSING OFFICER
Full-time, Permanent
Downtown Toronto

Do you have a strong attention to detail? Looking for an opportunity to work in the financial sector? Does processing information relating to international transactions sound like something you’d enjoy?

Here is what you will do:

- Review international transaction requests and enter key transaction information into internal CIBC systems to process the payments
- Review and validate information and transaction signatures to ensure accuracy and completeness
- Transfer cases that are not conforming to standard processes to senior staff for further analysis
In performing this role, you will:

- Apply a strong attention to detail and quality to ensure accuracy in all activities
- Use your strong typing skills to efficiently process transactions in accordance with established procedures and protocols
- Use your ability to maintain focus and independence to complete a series of consistent tasks in an efficient and timely manner
- Have an interest in learning about CIBC processes and how to efficiently use various database systems
- Use your written communication skills to communicate with and respond to stakeholders by email

Nice to have

- Previous exposure/knowledge of payment systems and processes (e.g. SWIFT)

PROCESS ENGINEERING ANALYST
Full-time, Permanent
Downtown Toronto

Would you like to be a part of a team that works to improve processes and make the business more efficient? Do you have an interest in analyzing process data, increasing efficiency and identifying innovative solutions? If so, this role may be a good one for you.

Here is what you will do:

- Assess and build an understanding of processes and existing problems using process mapping techniques and Microsoft Visio
- Collect, analyze and manipulate data in MS Excel to identify and evaluate process issues and areas for improvement
- Participate in creating and delivering presentations using Microsoft PowerPoint to summarize key findings
- Work independently on discrete project tasks and activities as defined by project lead and senior analysts

In performing this role, you will:

- Have a post-secondary degree or a background in engineering, business analysis or a similar field
- Use your basic to intermediate Microsoft Excel skills to capture, analyze and summarize relevant data
Employ different thinking

- Use your process orientation and critical thinking skills to engineer and evaluate solutions to optimize profitability and client experience
- Use your strong time-management skills to efficiently complete tasks within agreed timelines and manage ad hoc tasks as needed
- Have a strong interest in learning about different functions and aspects within a bank, and be motivated to continuously learn new concepts and methodologies

Nice to have:
- Experience with Microsoft Visio and/or Microsoft Project
- Previous experience in project management and/or control

INTERNAL AUDITOR
Full-time, Permanent
Downtown Toronto

Do you have a strong attention to detail and accuracy? Are you interested in analyzing key business processes and performing financial, operational process, and risk management audits? If so, this role within CIBC's auditing team may be a good one for you.

Here is what you will do:
- Gather relevant information needed to understand internal business objectives, structure, policies, controls, and risk areas to plan and prepare for audits
- Test and evaluate data and business processes (protection of assets, financial reporting, loan management etc.) to ensure compliance with regulations and alignment with business strategies
- Determine whether business operations and programs are being successfully carried out as planned
- Identify high-risk control issues and work alongside other CIBC business units to make recommendations to successfully meet business objectives
- Document audit tests and findings according to CIBC standard protocols and procedures
- Participate and present audit findings to colleagues and managers, and receive timely feedback on work completed

In performing this role, you will:
- Have a post-secondary degree or diploma in business, accounting, finance, data science, technology or similar field.
- Use your knowledge in financial services and/or audit procedures to evaluate business processes
- Use your basic to intermediate Excel Skills (eg: Pivot Tables, LOOKUP) to analyze business data
- Use your strong verbal and written communication skills to clearly present findings to colleagues and managers
Employ different thinking

- Use your ability to prioritize and organize your day to effectively complete tasks in a time sensitive environment
- Use your strong attention to detail to review information and identify issues, weaknesses and compliance issues

Nice to have:
- A financial or audit designation or working towards one

**DAILY FINANCIAL ESTIMATES ANALYST**

**Full-time, Permanent**

**Downtown Toronto**

Would you like to be a part of a team supporting capital markets risk management functions? Do you have an interest in reviewing data and investigating issues related to risk reporting? If so, this role may be a good one for you.

**Here is what you will do:**
- Extract and summarize relevant data from internal trading systems to produce daily risk and profit and loss (P&L) reports
- Investigate discrepancies and clarify variances and discrepancies in trader estimations
- Communicate via phone and e-mail with traders and internal CIBC teams to collect additional information to resolve issues and complete investigations
- Work with large datasets to complete reconciliations and independent pricing verifications
- Present findings and any production issues to colleagues and managers during daily meetings
- Contribute and make suggestions to ongoing process improvements

**In performing this role, you will:**
- Have a post-secondary degree or diploma in accounting, finance, computer science or similar field
- Use your basic to intermediate Microsoft Excel skills to capture and summarize relevant data and produce daily reports
- Use your strong time-management skills to efficiently complete tasks within agreed timelines
- Use your strong attention to detail to identify issues and discrepancies within large datasets
- Use your resourcefulness and ability to work independently to achieve clearly defined goals and objectives
FINANCIAL MANAGEMENT & REPORTING
ANALYST
Full-time, Permanent
Downtown Toronto

Do you have an interest in using your skills to develop reporting models and reports to help track performance and inform strategic business decisions? If so, this may be a good role for you.

Here is what you will do:

- Review and produce daily, weekly, monthly and quarterly management reports that are used in all areas of the bank to monitor business performance
- Retrieve report data from internal sources systems and use Microsoft Excel to build both standardized and customized reports in accordance with established procedures and timelines
- Review reports to verify accuracy and investigate any discrepancies between planned and actual behaviour or costs through variance analysis
- Communicate via phone and email and collaborate with direct team members and other CIBC departments to obtain information needed to produce reports
- Assist with ad hoc requests as needed to meet business goals and objectives

In performing this role, you will:

- Have a post-secondary degree or diploma in accounting, finance, business or similar
- Use your intermediate Microsoft Excel skills (eg: Pivot Tables, LOOKUP, IF, OR) to capture, analyze and report on data
- Apply your management reporting knowledge and/or experience to produce reports for internal stakeholders
- Use your strong time-management skills to effectively complete tasks within established timelines
- Apply your strong analytical skills to identify, investigate and resolve issues

Nice to have:

- Knowledge or experience with Smartview tools or Alteryx
- Experience with Tableau
- Previous exposure to the Banking or Insurance Industry
- Experience in variance analysis and reporting
- Working towards or have a financial designation
LIQUIDITY ANALYSIS AND REPORTING ANALYST
Full-time, Permanent
Downtown Toronto

Does analyzing large datasets to report on funding and liquidity management sound interesting to you? Does determining what information the data reveals sound like something you would enjoy? If so, this role may be a good one for you.

Here is what you will do:
● Capture and extract data through SQL queries to build and develop liquidity management reports
● Analyze data and prepare commentary based on period analysis
● Verify report accuracy and investigate any irregular data results
● Work with large datasets to complete reconciliations and variance analysis
● Answer phone and e-mail inquiries from business partners surrounding report information and results
● Present findings and analysis to business partners, stakeholders and managers
● Work to ensure that all internal processes are documented and kept up to date
● Assist with building and developing new liquidity management reports by creating report mock-ups

In performing this role, you will:
● Have a post-secondary degree or diploma in business, accounting or finance or similar field
● Use your analytical skills and intermediate Excel Skills (eg: Pivot Tables, LOOKUP, IF, OR) to capture, analyze and report on data
● Use your ability to clearly articulate findings to help stakeholders understand report results
● Use your strong time-management skills to effectively complete tasks in a time sensitive environment
● Use your strong attention to detail to review large datasets and identify outliers or changes in the data

Nice to have:
● A financial designation or working towards one
● Knowledge or experience with SQL and/or VBA programming
PROJECT FINANCIAL ANALYST
Full-time, Permanent
Downtown Toronto

Are you interested in using your knowledge in accounting and finance to support the delivery of banking projects? Does working collaboratively with and providing financial advice to project managers sound like something you would enjoy?

Here is what you will do:

- Follow a monthly routine to support financial activities relating to the costs of various CIBC projects by assisting in financial planning, forecasting, analysis and reporting
- Monitor project spending and trends against the project plans to identify variances and potential risks or inefficiencies
- Provide financial advice, guidance and status updates on project cost variances and risks to project managers and other internal stakeholders
- Communicate and work collaboratively with different business groups and project staff with a focus on building strong relationships
- Provide recommendations and explain discrepancies to partners to assure cost-effective project implementation and management
- When comfortable in the role, you may have the opportunity to contribute to and support the delivery of staff training activities

In performing this role, you will:

- Have a post-secondary degree or diploma in accounting or finance or equivalent experience
- Use your knowledge of accounting principles and methods to execute and advise on financial activities
- Apply your intermediate to advanced Microsoft Excel skills (eg: Pivot Tables, LOOKUP) to collect, analyze and report on data
- Use your experience with Microsoft PowerPoint to effectively and concisely present information
- Use your proactiveness and strong communication skills to communicate project updates in a clear and timely manner
- Use your strong time-management skills to effectively prioritize and complete tasks within established timeframes

Nice to have:

- A financial designation or working towards one
- Experience in creating macros in Microsoft Excel
- Experience or an interest in education/training
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.

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 on-site 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.

Applications should be submitted in full no later than August 15, 2019

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

For More Information

Please direct any questions via email to 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 CIBC, go to cibc.ca

For more information about Specialisterne, visit our website specialisterne.ca.

We look forward to hearing from you!