



Financial Analyst, Capital

We are seeking an exceptional Financial Analyst to join the Capital division of our Finance Department and assist with the oversight of our existing debt portfolio and the analysis of prospective real estate investments to enable informed, strategic decision-making by stakeholders.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The Financial Analyst is responsible for:

- Creating project-specific financing forecasts and advising the Director of any future credit tightness arising from budget changes and/or permanent reductions.
- Tracking existing guarantees and letters of credit.
- Preparing and submitting documents requested by existing or potential equity investors with respect to specific projects.
- Preparing and submitting documents requested by lenders re: project financing submissions, including those required to satisfy pre-funding conditions.
- Collecting and submitting any information required in accordance with existing loan covenants and immediately advising of any potential defaults.
- Working with relevant stakeholders to create and maintain project financing models.
- Reviewing monthly draws and margin report submissions as prepared by Project Accountant and submitting to banks as required.
- Coordinating and preparing information required as part of the annual valuation process, including the coordination of a triennial third-party valuation of all assets under management.

- Mentoring and sharing knowledge with colleagues.

About you

You have:

- A high degree of accuracy.
- The ability to meet tight timelines.
- A mature, pleasant and professional demeanor.
- The ability to effectively prioritize and execute multiple tasks.
- Superior organizational skills and the ability to process large volumes of information.
- The ability to manage changing and conflicting priorities.
- A proven ability to prioritize daily deliverables based on urgencies.
- A minimum of 1 year of finance or accounting experience.
- Exceptional capabilities in Microsoft Excel.
- A proven use of SQL and VBA or similar is preferred.
- A post-secondary education or suitable professional training and experience.

We offer a dynamic opportunity with an attractive base salary and benefits.

Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.