




# FINANCIAL ANALYST

## Reports to | Portfolio Manager

 Under the direction of the Portfolio Manager (“PM”), the Financial Analyst (“FA”) is responsible for weekly commercial paper auctions and related protocols and supporting long-term debenture issuance. This role helps the PM execute the investing requirements of the long-term and short-term investment portfolios and confirms that transaction records are in place, accurate and according to established protocols and policies.

Other responsibilities include investor relations support, rating agency preparation, ad-hoc project work and backing up the PM when required.

## SCOPE

The level of responsibility in this role is high due to the large dollar value of MFA’s transactions and the financial and legislative complexities that the Financial Analyst works within. The Financial Analyst also demonstrates a high level of care and due diligence to ensure transactions are recorded accurately and is required to have a strong understanding of MFA programs and the legislation relevant to each program.

From time to time, the Financial Analyst may be called upon to represent the MFA through public presentations, and networking with clients, Board members and MFA third party service providers.

## DELIVERABLES

- Executes the weekly short-term commercial paper program including the investment of surplus short-term funds
- Assists in compiling quarterly dealer secondary trading statistics and associated syndicate reporting
- Supports MFA primary bond issuance activity including managing the early order process and exempt list, bond pricing support, investor feedback and allocations, rating agency information and Bloomberg ESG
- The FA is responsible for analyzing, recommending, and implementing a fixed income portfolio strategy for the Debt Reserve Fund and Strategic Retention Fund:
  - Invests excess cash positions in securities according to the MFA Act, prudent investor standards, and internal policies / procedures
  - Monitors and maintains the required composition, diversity, and credit worthiness of security holdings within acceptable risk exposure guidelines
  - Works with a variety of brokers and custodians to garner best pricing and value for money and identifies, investigates, and resolves portfolio discrepancies and market settlement problems
- The FA is a non-voting member of the Investment Committee, responsible for preparing the committee's information packages
- Values the organizations investment portfolio for the Controller in the preparation of the annual financial statements and related note disclosure in accordance with IFRS
- Supports MFA investor relations through implementation of multiyear investor relations plan, and preparation of investor presentation materials
- Assists PM in maintaining spreadsheet-based models and monitoring tools



- Supports the PM with the development and implementation of the organizations' new asset liability matching tool
- Assists in preparation of the annual rating agency forecast and presentation material including the capital adequacy forecast
- Supports timely administration of the funding and lending programs through communication of information to key stakeholders including Stats Canada (borrowing / lending activity) and clients (indicative lending rates, status of loans, issue highlights etc.)
- Undertake other ad-hoc analysis, reconciliations and project work as required



## ROLE-SPECIFIC SKILLS AND KNOWLEDGE

### SKILLS

- **Communication** - well-spoken, articulate and writes effectively
- **Attention to detail and accuracy** - completes timely, accurate financial transactions and provides complete and accurate records and reports
- **Analytical problem-solving** - breaks down information and problems into specific, workable components to identify issues and propose solutions
- **Organizational and time management** - manages and prioritizes workload to meet tight deadlines
- **Collaboration** - works effectively with clients, stakeholders and MFA staff
- **Proactive** - anticipates needs and proactively solves problems, takes action/makes suggestions
- **Adaptability and flexibility** - easily shifts direction and adapts to changing priorities

### KNOWLEDGE

- Knowledge of and interest in Capital Markets
- Intermediate proficiency in Excel, Bloomberg, spread sheet analytics and cash flow modelling
- Moderate understanding of fixed income investing Canadian and global economy and financial markets
- Principles and practices of financial management, accounting, and internal control
- Familiarity with the Community Charter, MFA Act, and Local Government Act as they relate to borrowing and investing



## SUPERVISORY RESPONSIBILITIES

The Financial Analyst does not have supervisory responsibilities.



## STAKEHOLDER RELATIONSHIPS

- Investment dealers - performs market research and securities transactions (buys and sells)
- Custodial agent - works collaboratively to ensure smooth transactions and solve problems during tight deadlines
- Credit rating agencies - communicates with credit rating analysts
- Other third-party service providers - reviews reports and collaborates to solve problems
- Internal staff - provides support and shares information
- Clients - provides support and collaborates to resolve issues as they arise



## EDUCATION AND EXPERIENCE

- An undergraduate degree in Finance, Commerce, Business Administration, Economics, Mathematics or other relevant area
- Chartered Professional Accountant (CPA) designation and/or Chartered Financial Analyst (CFA) designation would be beneficial but not necessary
- Minimum of 3 years' experience or demonstrated expertise in accounting and/or finance
- Knowledge and/or direct working experience in fixed income is considered valuable

**OTHER REQUIREMENTS:** Team members work a 7.5-hour workday / 37.5-hr work week, Monday to Friday. This role requires some travel and attendance at meetings outside of regular office hours.



## ORGANIZATIONAL COMPETENCIES

### LEADERSHIP

The MFA's success is built on their credibility and strong reputation amongst its stakeholders, garnered through their demonstrated leadership skills. The MFA team members exhibit leadership by promoting the organization's mission and vision with character, an open-minded, positive, can-do attitude, and approachability. Team members are aware of themselves and others and understand the impact of their actions. They have a strong presence and demonstrate confidence and capability. They are flexible and are able to adapt quickly to changing priorities, are resilient and are able to calmly and confidently deal with setbacks.

### COMMUNICATION

MFA team members are strong communicators. They are approachable and professional in their dealings with other team members and external stakeholders. They are able to educate and speak articulately about the functions of the MFA and they demonstrate strong written and verbal skills. They can take complex information and make it simple and accessible. MFA team members are effective listeners and understand the content and context of communication and discern what to share, when to share it, and with whom, as well as the appropriate method for the communication.

### RELATIONSHIP-BUILDING

Relationship building is a cornerstone of MFA's success. Team members' relationships with external stakeholders establish and uphold MFA's credibility and reputation. Internally, team members build constructive working relationships by being supportive and by assisting team members when necessary. They seek first to understand and take the time to listen and talk through issues when they arise. They are respectful and approachable. Externally, MFA team members build trust through ethical work practices, honesty and openness. They achieve results and demonstrate integrity by doing what they say they will do, and building strong loyalty among both internal and external stakeholders.

### TEAMWORK AND COOPERATION

The MFA relies on a strong, collaborative team for its success. MFA team members are engaged in their work with the team and participate with energy and enthusiasm. They are inclusive in their dealings with other team members, ensuring appropriate sharing of knowledge and information. They demonstrate a willingness to step in and help other team members when needed and have each other's backs, supporting and giving grace when



necessary. They effectively and quickly resolve conflicts with other team members and choose appropriate interactions when doing so. They know and support one another's work and deliverables and acknowledge and celebrate each other's successes and achievements.

### **RELIABILITY**

MFA team members can be relied on at both the individual and organizational level. They provide accurate, ethical, reliable outputs to each other and external stakeholders so that they can make informed decisions and take appropriate risks. They provide timely, accurate analysis and assessment and demonstrate consistency in their work outputs both internally, and externally.

### **QUALITY AND PROFESSIONALISM**

The MFA has an exceptionally strong reputation in the marketplace and insists on a high standard of quality. Team members meet these high standards despite tight deadlines and complex requirements. They are committed to quality work and produce excellent results. They exemplify professionalism in all interactions with others, both internally and externally.

### **STRATEGIC THINKING**

Strategic thinking is essential to team members' success at MFA. Team members understand the big picture of the organization's mission and vision and its impact in the marketplace, as well as the impact of his or her specific job role within the organization. They are discerning and can be counted on to effectively solve problems and make good decisions. They express an ongoing interest in things, externally, that relate to their role. They stay current with the industry, marketplace and economic events and can communicate with stakeholders intelligently and knowledgeably.

### **ACCOUNTABILITY**

MFA team members are accountable and take responsibility for their actions, owning mistakes and demonstrating initiative to solve problems. They step up and take on challenges when necessary. They follow through on commitments.

### **INITIATIVE**

The MFA team is collaborative and requires team members to demonstrate initiative in their own roles. MFA team members are not passive – they constantly scan the internal and external environment and anticipate where they can be useful and effective and take action accordingly. They are always on the lookout for more effective work processes and make constructive suggestions for improvements. They are prepared when opportunities arise and act without being prompted.

### **CONTINUOUS IMPROVEMENT**

Industry and job knowledge are essential to job effectiveness. MFA team members stay current with the industry and marketplace and are consistently looking for ways to improve the way MFA does business. Creativity and innovation are encouraged and team members think in terms of desired outcomes, not just reactive, quick solutions. They strive to improve in their job outputs by seeking opportunities to increase knowledge and develop skill, personally and professionally, through both formal and informal means.