



FIRST PEOPLES economic growth fund

BUSINESS ANALYST – Commercial Finance

First Peoples Economic Growth Fund Inc. (FPEGF) is a diverse not-for-profit organization with the mandate to help support the development and growth of Manitoba's First Nation business community by providing commercial loans or equity capital into viable business start-ups, expansions and acquisitions. FPEGF has an immediate need to add a **Business Analyst** to our team in order to meet the high demand for our services.

Job Summary:

Reporting to Senior Management, the Business Analyst is responsible for growing and managing a portfolio of successful business clients. You will be required to work with clients from the application stage right through to the approval of debt/equity investment by FPEGF to post debt/equity monitoring and follow-up. The successful candidate will determine credit eligibility, perform detailed research and due diligence, prepare detailed commercial financing submissions and make presentations to the CEO and Board as required.

In addition to the above, the Business Analyst is responsible for ensuring the proper use of the Contribution (grant) Fund. The Business Analyst is responsible for maintaining up to date Contribution Fund activity reports and quarterly and year end reports. As well as ensuring eligibility of the project by referencing the Contribution Fund program guidelines, the Business Analyst will be responsible for verifying and/or assessing claims for reimbursement (by reviewing relevant payment documentation and taking appropriate action to deal with noted deficiencies). The preferred applicant will liaise with funders of the Contribution Fund on a regular basis to ensure all terms and conditions of the Contribution Fund contract are being met.

Qualifications, Experience and Skills Set:

- Post-secondary education in Business and/or minimum of four years of related work experience.
- The ability to analyze, develop and understand financial statements and business plans to determine viability is crucial.
- Experience in commercial or developmental lending, and/or experience in small business management/development and/or counselling would be an asset.
- Ability to analyze business proposals, people, management, and business operations.
- Ability to communicate orally and in writing with entrepreneurs, community leaders, financial institutions and government programs.
- Provide ongoing management of debt/equity investment portfolio including timely follow up on problem loans as well as collections.
- Provide ongoing monitoring and reports of the Contribution Fund to Senior Management.
- Travel throughout Manitoba is required as all debt/equity investments will be made in Manitoba.
- Ability to develop and maintain business and community networks.
- Ability to identify client needs by proactively researching the business and industry.
- Ability to develop and deliver presentations and workshops.
- Ability to identify and articulate underlying issues in complex situations – a strong strategic and critical thinker.
- Demonstrate flexibility, attention to detail and good ability to prioritize multiple projects.
- Working knowledge of Excel and loans management software programs.
- Knowledge and experience in working with the First Nation business community in Manitoba.
- Understanding of First Nation communities and organizations would be a definite asset.
- Ability to work cooperatively as part of a team as well as individually.
- Dependable, adaptable, reliable, honest and a quick learner.
- Respects the workplace and confidentiality of all work and a willingness to learn and upgrade skills.
- Ability to speak a First Nation language is an asset.
- A strong accounting background is a must.
- Highly organized and detail oriented with excellent research skills.

A competitive salary and group benefits plan will be offered to the successful candidate. Only candidates selected for interviews will be contacted.

Closing date: Noon, Wednesday, December 12, 2018.

Forward résumé, complete with cover letter, salary expectations and three work-related references to:

Yvonne Dubois, Loans Administrator/Executive Assistant
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