



The Nova Scotia Liquor Corporation, the largest single banner retail business in Nova Scotia, generates more than half a billion dollars of revenue a year, returning more than \$200 million profit annually to the province. It employs more than 1,500 Nova Scotians, offering almost 6,000 products from around the globe through 160 retail outlets, and 2,100 licensees. The NSLC is driven to be a sustainable and community focused organization helping to make Nova Scotia an even better place to live.

Financial Analyst

The NSLC is seeking an Financial Analyst who will be primarily responsible for financial statements, reports, and financial analysis, for both internal and external users. The Financial Analyst is an accounting resource for all Business Units and helps to maintain the overall financial records for the organization

As a qualified candidate, you will have:

- Bachelor degree coupled with an accounting designation (CA/CMA/CGA)
- Experience in a large "Tier 1" ERP environment
- Experience and/or extensive training in financial analysis and reporting
- Minimum 4 years experience in financial or cost accounting environment

As the ideal candidate, you will also have:

- Retail and SAP experience
- Recent experience in the application of technology to finance and accounting services

We are currently seeking a financial professional who is flexible, self-motivated and has a proven track record of building effective working relationships. The successful candidate will have sound judgement, be results oriented, and have strong analytical and problem solving skills. They will also be well organized; detail oriented, and have the ability to multitask. If you thrive in an ever changing environment and like to see the big picture, we are interested in hearing from you.

The NSLC offers a dynamic work environment with opportunities for growth and professional development. If you are interested in exploring this exciting career opportunity, please merge your resume and covering letter in one document and submit by email to: recruiting@myNSLC.com no later than **8:00 am on August 17, 2010** (MS Word or PDF attachments only please). Please quote Competition: ***Financial Analyst*** in your cover letter.

Thank you for your interest in the NSLC.

The NSLC is an equal opportunity employer.

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Position Title:	Financial Analyst
Reports to:	Manager, Financial & Strategic Reporting
Business Unit:	Finance

Position Summary

Reporting to the Manager, Financial and Strategic Reporting, the Financial Analyst is responsible for financial statements, reports, and financial analysis, for both internal and external users. The Financial Analyst is an accounting resource for all Business Units and helps to maintain the overall financial records for the organization.

Job Functions

Essential Responsibilities

- Working with the Accounting Analyst, schedule and prepare monthly financial statements for all internal and external users, on a timely basis (Accounting Analyst does prep-work with Accountant performing review/analysis)
- Provide professional advice on emerging accounting issues in the corporation
- Assess and prepare policy guidelines to support business
- Prepare weekly and monthly sales reports, providing analysis and comparative figures for users
- Analyze financial information and company activities and provide counsel to concerned parties in the organization
- Ensure integrity/compliance of financial information for decision-making
- Provide input for new and improved methods of accumulating data and statistics
- Complete reports for external users, formulate and prepare general journal entries, reconcile various accounts
- Lead role in preparation and coordination for annual external audit, along with ad hoc items that require auditor feedback/insight
- Lead the preparation of data for quarterly and annual presentation, including the NSLC annual report
- Lead coordination of budget process, and forecasting process
- Create ad hoc reports on request for internal and external users, research specific requests and suggests methods to provide required information

Secondary Responsibilities

- Monitor and stay current in the evolving fields of computer systems, accounting knowledge and policies that affect or influence accounting functions
- Assist General Accounting staff in account reconciliations, account creation and coding of invoices
- Authorize payments of cheques and electronic transfers
- Act as the Finance representative on cross-functional teams and committees
- Provide presentations and seminars for employees to learn about accounting reports and functions of the business unit
- Complete special projects at request of Manager
- Assist in the development and achievement of business unit and corporate business objectives; achieve individual objectives as assigned
- Perform other related duties as assigned

Qualifications

Knowledge, Skills and Abilities

Knowledge

- Thorough working knowledge of accounting principles, policies and procedures, including those that apply to the NSLC
- Thorough working knowledge of professional accounting policies and procedures
- Knowledge of mathematical, statistical and accounting methods of analysis

Skills

- Strong computer literacy in standard MS Office, accounting software, report writing applications and web-based applications; very strong MS Excel skills
- Strong analytical and problem solving skills
- Strong communication abilities and good presentation abilities
- Advanced ability to design and perform complex financial reconciliations, requiring advanced data manipulation skills
- Excellent interpersonal skills with staff at all levels, in all departments
- Excellent time management skills

Abilities

- Manage multiple priorities in an environment of significant organizational change
- Posses initiative and thoroughness necessary to perform duties
- Take full accountability/ownership of areas of responsibility
- Work well both independently and in a team environment
- Organize work and schedule projects in an efficient and time effective manner
- Establish and maintain effective working relations
- Apply and share knowledge and expertise effectively
- Exercise sound judgement in demanding situations
- Continually look to create new ways of presenting data.
- Establish effective procedures to maintain a high level of accuracy in reporting
- Contribute to the overall improvement of systems and procedures
- Respect the confidential nature of the work while demonstrating discretion

Education and Experience

Required

- Bachelor degree coupled with an accounting designation (CA/CMA/CGA)
- Experience in a large "Tier 1" ERP environment
- Experience and/or extensive training in financial analysis and reporting
- Minimum 4 years experience in financial or cost accounting environment

Preferred

- Retail and SAP experience
- Recent experience in the application of technology to finance and accounting services

An alternate combination of education and experience may be considered equivalent.