

Job Posting

Position Title:	Business Analyst (Intermediate - 3-5 years experience)	Start date:	ASAP
Position Type:	1 year Contract, Full-Time	Location:	Mississauga, ON
Reporting To:	Manager, Project Planning & Delivery	Department:	Project Planning & Delivery

Investment Planning Counsel Inc. (“IPC”) is an integrated wealth management company focused on providing Canadians with the best in financial products, services and advice to help them achieve their financial dreams. IPC has developed a strategy that marries the needs of the planners with that of the Company. IPC's intent is to be the premier choice among financial planners who are dedicated to serving the needs of their clients.

Job Objectives and Summary:

The primary function of this position is to provide exceptional support services to all business units within IPC. It involves gathering existing and new business processes to diagnose user issues, to deliver the most appropriate system or business solutions within a fast paced and pro-active environment.

Key elements in this position include:

1. Provide business analysis support for user inquiries, user/business unit application functionality and issues.
2. Work closely with IT Application Support (developers) to research and identify root cause of reported difficulties.
3. Co-ordinate and facilitate with IT and business stakeholders to develop appropriate solutions for user issues. Ensure all support processes are documented and kept up to date within the Client Support knowledge base.

Business Analyst is responsible for all business aspects (i.e. technical, operation, economical) of the requirements and analysis phase of a project. The role is also responsible for ensuring that the final deliverable of any development project meets all of the intended needs of the business. The position acts as the primary resource in the requirements phase of a project, and the primary business representative in the design and development phases of the project.

Job Responsibilities:

Requirements Gathering and Analysis

- Gathering and analysis of projects to include: analytical techniques, interview techniques, data gathering techniques, current system documentation, business modeling methods, business process, rules and logic, data gathering to solve complex issues, development of implementation plans, development of requirements, JAD sessions and key analytical troubleshooting.
- Accurately assess the risks associated with each solution design / project.

Project Support

- Lend support to various business and technology teams as necessary during design, development and delivery to ensure solid, scalable, robust solutions.
- Communicate effectively in both verbal (i.e. day-to-day discussions, team meetings) and written (requirements and design specifications) form, as well as have an overall ability to be clear and concise in all communications.

Testing Coordination

- Development and implementation of test plans / scenarios to ensure successful delivery of a project.

General Responsibilities

- Support the development of team members from a professional and technical level.
- Effectively manage multiple priorities.
- Perform additional job-related duties as requested.

Skills and Knowledge Requirements:

Business Knowledge	Undergraduate degree in Business preferred or equivalent experience
Project Management Skills	Excellent planning, analytical, and problem solving ability required.
MS Office Skills	Must be extremely proficient at using the Microsoft Office suite of products, mainly MS Word and Excel.
English Oral and Written Skills	Must possess good technical writing ability, be comfortable speaking in groups and leading discussions. Must be capable of obtaining and gathering information by asking probing definitive questions.
Multi-Tasking Skills	Must be able to manage multiple projects and initiatives consistently.
Meeting Leadership Skills	Must be able to lead meeting discussion well. Be an effective meeting planner, and keep participants focused on meeting agendas.
Self-Starter, Initiative Skills	Must be able to make decisions to initiate actions and work independently to achieve project objectives.
Work Experience	3- 5 years of Business Analysis experience; experience in financial industry a definite asset. Thorough working knowledge of the financial services industry, processes, methodologies and their direct implementation to projects. Experience in data gathering and facilitation techniques (i.e. meetings and JAD sessions). Experience with requirements management, use case and modeling tools. Experience with project standards, development and implementation of solid test plans and test cases to accurately test all aspects of the system.

Please forward your résumé and letter of interest to: Human Resources by e-mail to careers@ipcc.ca.

When applying for this competition, please **specify in the subject line the title of the position** you are applying for.

Additionally, please answer the following questions in the body of your email:

- 1. Number of years of relevant work experience**
- 2. Number of years of work experience in the financial services industry**
- 3. Salary expectations**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.
