

## **Analyst, Enterprise Risk Services**

**Job Location:** Calgary, Alberta

**Status:** Full Time

**How to apply:** Please visit the Experienced Careers section on [www.mnp.ca](http://www.mnp.ca); Position ID: 2018-4249

**Closing Date:** Position is available until a successful candidate is found.

### **DIFFERENT BY DESIGN**

At MNP we pride ourselves on being different – it's our entrepreneurial drive that sets us apart. It's the same drive that's helped us become Canada's fastest growing national firm. We foster collaboration, value your ideas, promote based on talent, live balanced lifestyles and make time for FUN. We are one firm, one team, collaborating to support you wherever you want to take your career.

Join the momentum. We are seeking an Analyst for our growing Enterprise Risk Services team. Protecting businesses' best interests, MNP is a leading national accounting, tax and business consulting firm in Canada. Our recognized Enterprise Risk team helps identify, evaluate and manage risk exposure to protect a company's reputation and assets. Specifically, our Enterprise Risk Management team helps organizations reduce uncertainty and seize new opportunities to increase stakeholder value.

### **RESPONSIBILITIES AND QUALIFICATIONS**

#### **Performance Expectations**

- Work with project team to determine client needs, develop plans to meet the requirements, develop methodology to execute the project, and develop timelines for project execution.
- Engage in continuous knowledge development regarding rules, regulations, best practices, tools, techniques and performance standards of various sectors.
- Execute transactions through the provision of client services including planning, budgeting, scheduling and coordinating engagements.
- Facilitate collaboration with client engagement team prior to commencement of client work to discuss roles and responsibilities, risk areas, materiality and deadlines.
- Identify ways to maximize the relationship with clients and deliver added value
- Communicate (written and verbal) findings and recommendations to clients through the preparation of reports, presentations, and other deliverables.
- Coordinate with Project Manager regarding the status of the work-in-progress and provide feedback where necessary.
- Assist in the planning for and development of proposals, engagement letters, and other sales activities.
- Monitor project timelines against targets, adjust where necessary; advise clients of project status.
- Assist in the execution of Business Resilience Services projects, including but not limited to:
  - Assist in the preparation of documentation for Risk Assessments, Emergency Plans/Procedures, Business Impact Analysis, Business Continuity Plans, Crisis Communication Plans, Crisis Management Plans, Exercises and Audits.
  - Participate in client meetings to capture findings.

- Assist in the execution of Enterprise Risk Management (ERM) projects, including but not limited to:
  - Implementation of ERM programs for clients, including ERM Framework and tool design.
  - Risk Assessments, including facilitation of risk identification and assessment workshops, developing risk registers.
  - Developing risk appetite and risk tolerance statements and metrics.
  - ERM Maturity Assessments, including assessing clients' ERM programs, benchmarking against leading practice, and developing implementation plans, reports and other deliverables.
- Network and take a leadership role in the local professional, business, and community while raising awareness of MNP and looking for new business development opportunities.
- Contribute to the development of new ideas and approaches to improve work processes.
- Promote regular attendance, balanced lifestyle and high standard of team wellness.
- Attend internal MNP courses to further develop knowledge around performance improvement.

### **Credentials**

- Some experience, including completion in course related to Enterprise Risk Management and / or Business Resilience program components including Emergency Response, Emergency Management, Business Continuity, Crisis Communication, and IT Disaster Recovery is an asset.
- Must have excellent analytical, organizational, interpersonal, verbal, and written communication skills to effectively engage client and support the planning and execution of projects.
- Highly motivated, committed, self-starter who can prioritize work, multi-task, and cope with changing priorities.
- Strong customer service orientation and the ability to build positive business relationships.
- Enthusiasm, capacity, and willingness to expand general business knowledge (finance, legal, HR, IT, etc.) and general industry knowledge (across various industries, including oil and gas, education, manufacturing, public sector, not-for-profit) through formal and informal means to ensure long term success in this role.
- Must be able to work in a team and coordinate with colleagues to meet project objectives.
- Flexibility and strong problem-solving skills, as required to meet client needs.
- Strong analytical, organizational, and decision-making skills.
- Strong verbal / written communications.
- Possess a Certified Business Continuity Planner (CBCP) certification or equivalent certifications and/or experience is an asset.
- Enterprise Risk Management Certification is an asset.
- Experience in general management consulting is an asset.
- Administrative skills, with effectiveness in managing time, developing tasks, and managing resources.
- Proficiency in MS Office Suite (e.g. Word, Excel, PowerPoint, Visio).
- Strong formatting skills are an asset.
- Some travel is required.

## Core Competencies and Personal Characteristics

- **Integrity** – professional whose honesty, integrity, confidentiality and high ethical standards contributes to effective leadership and optimal business relationships
- **Energy** – displays enthusiasm, optimism, drive and passion while maintaining a high level of productivity and a balanced lifestyle
- **Diversity** – understands the importance of different backgrounds, perspectives and experiences and is respectful of individual differences
- **Communication** – effectively expresses ideas and conveys information in business writing, conversations and interactions with others
- **Client Service Excellence** – understands the importance of quality client service by being courteous, responding to client requests in a timely manner and monitoring satisfaction
- **Teamwork & Relationship Development** – works collaboratively with team members in order to achieve a common goal and develops, maintains and strengthens relationships with others, both inside and outside the Firm
- **Accountability** – takes responsibility for one's own performance by setting clear goals and tracking progress against those goals; is highly organized and uses personal judgement and decision making
- **Flexibility** – effectively manages multiple assignments, adapts to changing priorities and is able to work independently or as part of a team
- **Research & Analysis** – questions inconsistencies in information and generates workable solutions by analyzing, gathering and organizing relevant information
- **Accuracy** – pays close attention to detail and ensures work and information are complete and thorough
- **Initiative** – highly motivated self-starter who takes initiative with minimal supervision

## TOTAL REWARDS

MNP encourages a balanced lifestyle and offers benefits that suit the way our team members work and play! In addition to a competitive salary, our total rewards package includes paid personal days, wellness program initiatives, health and dental benefits, a group pension plan with matching contribution, firm sponsored social events and professional development assistance.

MNP proudly serves and responds to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a collaborative, cost-effective approach to doing business, with innovative strategies to help organizations succeed across the country and around the world.