

## Manager, Financial Planning & Analysis

### ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood, The City of Lougheed and RC at CF Richmond Centre.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services on rapid transit. By executing on every stage of the real estate process, from land acquisition to property management, we are able to collaborate more efficiently, work seamlessly and perform at the highest level. Every SHAPE property reflects lasting vision, bold creativity and obsessive attention to detail.

Our projects are complex, our vision is simple: deliver social and financial value for generations. With a proven ability to raise the bar across our diverse portfolio of assets, we build on where we've been to push the edge of better: for industry standards, quality of life and return on investment.

### ABOUT THE ROLE

Reporting to the Chief Financial Officer, the Manager, Financial Planning & Analysis will be responsible for executing the day-to-day requirements of the Corporate FP&A function including the preparation of annual three-year budgets, quarterly reforecasts and management dashboard, reporting and presentations. They will be an integral part of establishing and monitoring corporate performance targets and KPIs of SHAPE's investment and operating companies and developing a best-in-class FP&A process within SHAPE.

### Primary Job Responsibilities

- Prepare and manage financial models used to calculate current and projected performance under various scenarios, ensuring calculations are accurate and data inputs are cleansed/verified
- Collaborate with functional leaders to identify key drivers of financial performance, risks and opportunities, and to drive toward corporate targets

- Prepare annual three-year budgets and quarterly re-forecasts for executive leadership review
- Prepare quarterly and annual KPI reporting for corporate and line of business functions
- Proactively analyze key trends, identify risks and opportunities, and support the business teams' delivery against financial targets
- Work closely with the corporate accounting team to perform monthly variance analysis to ensure financials are accurately reported to the highest quality
- Prepare and maintain short-term and long-term corporate cash flow forecasts
- Make actionable recommendations to operational and finance leadership
- Develop, streamline, and enhance processes and tools, driving improved accuracy, efficiency, and actionable insights
- Provide independent research on the economy and real estate market
- Prepare and update best in class dashboards, reports, and presentations for both internal and external audiences
- Prepare ad-hoc analysis tied to key business needs

## Qualifications

### *Required Knowledge, Skills, and Abilities*

- Strong attention to detail and analytical skills to challenge the status quo
- Flexible and adaptable to changes in a growing environment while maintaining strong support for our team
- Excellent financial modeling skills using Excel and other tools
- Very systems savvy, and able to assess current usage of systems and areas of opportunity to optimize and improve said usage. Experience using Yardi is an asset
- Delivers and demands excellence in everything they do
- Takes personal ownership and has the ability to work independently
- Energetic, friendly, and solutions-oriented work style
- Hard-working with a strong sense of urgency, ability to prioritize tasks and adaptable to change
- Enthusiasm and genuine passion for real estate and construction
- Displays service excellence in dealing with internal and external parties
- Have uncompromised ethics and integrity and understand the importance of confidentiality

### *Required Training and Experience*

- Post-secondary education in finance or accounting
- Professional designation such as CPA or CFA (or working towards designation)
- Work experience in the real estate industry, particularly real estate development, is a major asset

Salary Range: \$125,000 - \$150,000/year

To apply, please visit our website at <http://shape.ca/careers>