



Location: CALGARY

Reporting to the Director, Listed Issuer Services, the Manager, Listed Issuer Services analyzes, summarizes and recommends action to be taken on a wide variety of corporate finance transactions from both issuers seeking a listing on the Toronto Stock Exchange (TSX) and issuers already listed.

This Individual Will:

- Act as the front-line interface between the TSX and TSX issuers in their corporate finance transactions.
- Timely review and manage applications with a view to promote integrity and maintain a quality marketplace.
- Quickly gain an understanding of transactions, their risks and impact on all market participants.
- Provide regional representation for TSX in Calgary at various events.
- Be able to act independently and confidently, as well as properly identifying threshold issues quickly and communicating them appropriately to the director.
- Prepare written reports outlining the issuer's operations and affairs (financial statements, management, public distribution, etc.) taking into consideration all relevant requirements, policies and precedents.
- Communicate and recommend solutions/requirements to remedy deficiencies and issues identified with senior representatives of the issuer, legal and financial advisors and sponsoring organizations of applicants.
- Ensure that issuers transact business within the rules and policies of TSX.
- Provide advice to prospective customers, to listed issuers and their advisors. This includes conferring with them with respect to proposals affecting TSX policy, providing guidance on possible position of interpretation, and suggesting to issuers and their advisors the most appropriate course of action.
- Participate in special projects as required, including policy and operational projects.

Must Have Skills:

- CA, CFA, P.Eng, MBA, LLB designation. Preference will be given to individuals called to the bar in Alberta and/or a professional accounting designation.
- 2 to 7 years of experience in a financial/analytical or legal role (ideally advising publicly listed issuers).
- Experience dealing with public E&P or services companies and familiarity with 51-101 technical reports.
- A leader, professional and promoter of team work in every respect.
- Strong communication skills in English (written and verbal).
- Excellent analytical, risk assessment, decision making and communication skills are a must.
- Commitment to excellence in quality work, responsiveness and courteousness in communications with internal and external parties.
- Ability to prepare concise analytical reports on individual businesses including recommendations on how to list and suggestions on how to resolve issues and deficiencies.
- Experience with financial and business issues including the ability to conduct detailed analysis of an issuer's affairs and related financial information.

Nice to Have Skills:

- Familiarity with stock exchange listing policies and requirements.
- Working knowledge of IFRS and transitional matters.
- Working knowledge of French.
- Completion of the Canadian Securities Course and any other industry related course.