



IDENTIFICATION

Department	Position Title	
Northwest Territories Business Development & Investment Corporation	Intern, Investment/Loan Analyst	
Position Number(s)	Community	Division/Region(s)
89-16949	Yellowknife	Finance and Programs/HQ

PURPOSE OF THE POSITION

This position is responsible for assisting with the assessment of financing and venture investment applications, performing ongoing monitoring of client accounts, responding to inquiries about establishing and managing a business, including business funding programs and helping provide investment recommendations to the Manager, Financial Programs.

SCOPE

The BDIC is a Crown corporation of the Government of the Northwest Territories (GNWT) and provides a range of programs and services to help northern businesses succeed. The BDIC supports the economic objectives of the GNWT by encouraging the creation and development of businesses, providing financial assistance to businesses, and making investments in business enterprises. The BDIC promotes financial independence, assists communities in capturing investment development opportunities, and helps develop a diverse and viable northern economy. The BDIC's role in promoting and maintaining economic development and employment has both economic and social aspects.

The Credit Facilities Program (loans, contract securities and letters of credit) is managed by the BDIC headquarters and delivered by regional delivery agents across the NWT. The Credit Facilities portfolio is valued at approximately \$50 million and consists of approximately 200 accounts.

The Venture Investment Program is managed and delivered by the BDIC headquarters. The BDIC provides a financial investment in return for a minority equity interest in a northern business enterprise. The Venture Investment portfolio is valued over \$6 million.

The Contributions Program (Business Development Project Fund) is managed and delivered by the BDIC headquarters. Its annual contribution budget is \$200,000.

This position is located in Yellowknife and reports to the Manager, Financial Programs.

RESPONSIBILITIES

1. Assist in reviewing new loan applications and applications for amending or restructuring loans and identifying potential aftercare issues with regional delivery agents for follow up, including:

- Assist with assessing the completion of application packages for completeness and communicating with clients to obtain additional information required.
- Support with analyzing and evaluating client application packages from regions ensuring their completeness and compliance with the BDIC Act, operational guidelines, policies and procedures.
- Assist with evaluating and making recommendations for approval or rejection of credit facilities in excess of regional authority.
- Assist with drafting Letters of Offer in accordance with the decision.
- Assist with ensuring Solicitor Letters to clients are prepared in accordance with the decision and Letter of Offer.
- Assist with ensuring the required security is accurately prepared and registered and other terms and conditions are met prior to funding being advanced.
- Assist with preparing and distributing standard notifications such as the issuance of proceeds and interest adjustment amounts to clients.
- Administrative support with client records.
- Other duties as assigned.

2. Assist in reviewing new venture investment applications and contributions and identifying potential client aftercare issues for follow up, including:

- Assist with assessing the completion of application packages for completeness and communicating with clients to obtain additional information required.
- Support with analyzing and evaluating client application packages for venture investments and contributions ensuring their completeness and compliance with the BDIC Act, operational guidelines, policies and procedures.
- Support market analysis research on an ad hoc basis for applications, as needed to ensure due diligence is completed on applications from new and emerging industries.
- Assist with evaluating and recommending approval or rejection of applications.
- Assist with drafting Letters of Offer, contribution agreements and other documents consistent with decisions of the sanctioning officers.
- Assist with drafting Solicitor Instruction Letters in accordance with the decision and Letter of Offer.
- Assist with ensuring the required security is accurately prepared and registered and other terms and conditions are met such as the receipt of preferred shares for venture investments and deliverables for contributions prior to funding being advanced.

- Assist with preparing and distributing standard notifications such as the issuance of proceeds and interest adjustment amounts to clients.
 - Provide administrative support with client records.
 - Other duties as assigned.
- 3. Assist with monitoring, auditing, and evaluating loans, including:**
- Assist with assessing compliance of regional delivery agents *Financial Administration Act*, the *BDIC Act*, operational guidelines, credit policies and procedures, and Agreement for Services.
 - Assist in the development and improvement of existing operational guidelines, systems of reporting and monitoring and the credit management process.
 - Support the monitoring of accounts to ensure ongoing compliance with all terms and conditions of financial assistance.
 - Other duties as assigned.
- 4. Assist with monitoring, auditing and evaluating venture investments and contributions, including:**
- Assist with the development and improvement of existing operational guidelines, policies and procedures, and systems of reporting, monitoring and managing of venture investments.
 - Assist in monitoring accounts to ensure ongoing compliance with the Letters of Offer.
 - Assist in monitoring accounts to ensure ongoing compliance with all terms and conditions of the agreement for financial assistance.
 - Assist in identifying issues and opportunities, developing options and providing recommendations on existing venture investments to the Manager, Financial Programs that will comply with the *Financial Administration Act*, the *BDIC Act*, operational guidelines, venture policies and procedures, and Agreement for Services.
 - Support in maintains ongoing contact with the ventures and assist in providing written reports on current issues and status.
 - Assist in identifying aftercare requirements and recommends approaches to address them.
 - Other duties as assigned.
- 5. Assist in developing an updated Venture Investment Program (VIP) to support increased investment in the territory, including:**
- Assist with collection and assessment of cross-jurisdictional best practices and support the development of a prototype VIP
 - Assist in identifying issues and opportunities, developing options and providing recommendations on revisions to practices and policies that support a new VIP to the Manager, Financial Programs that will comply with the Financial Administration Act, the BDIC Act, operational guidelines, venture and contribution policies and procedures.
 - Assist with the development and improvement of existing operational guidelines, policies and procedures, and systems of reporting, monitoring and managing of venture investments to support a new VIP.
 - Other duties as assigned.

- 6. Assist in providing information to business clients as and when required, including:**
- Assist with providing and explaining information on starting a business in NWT and the regulatory requirements that may apply, based on the type of business proposed by the client.
 - Assist with providing and explaining information on the BDIC's business financial assistance programs and the economic and business development programs.
 - Assist with providing and explaining information on the importance of different business management issues such as business plans, business structures, financing, projected cash flow and financial statements, marketing, human resources, etc.
 - Refers clients to other agencies for further professional assistance as required.
 - Other duties as assigned.
- 7. Investigate and assist in recommending digital best practices to safeguard the BDIC's assets, supports delivery agents' collections activity, and pursues legal collection action, including:**
- Assist with investigating and recommending financial analysis tools to improve efficiencies and maintain consistency in financial application decisioning.
 - Support research to provide information on Risk rating tools and their application in BDIC's financing and investing practices.
 - Explore enhancements to digitalize loan processes to improve efficiency.
 - Other duties as assigned.
- 8. Ad hoc projects and other duties as assigned.**

WORKING CONDITIONS

Physical Demands

Required to sit/stand in one location much of time in an office environment.

Environmental Conditions

No unusual demands.

Sensory Demands

Sensory attention required for reviewing large volume of written material requiring quality assurance.

Mental Demands

Some mental stress is anticipated as work is frequently required to be turned around very quickly to meet short deadlines. Pressure from clients on a regular basis can contribute to mental stress as well.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of BDIC's goals and objectives and the political and social environment in which the BDIC's programs and services are offered.

- Knowledge of or willingness to learn economic development programming and regulatory requirements for businesses in the NWT and Canada.
- Knowledge of or willingness to learn legislation affecting Canadian financial institutions.
- Knowledge of MS Office operating systems, MS software (Word, Excel, PowerPoint) and internet and email applications.
- Knowledge of business financial analysis, risk assessment and other methods for evaluating funding applications would be considered an asset.
- Time management skills and ability to meet deadlines.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to work with people in an effective, tactful manner.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

The completion of a Commerce/Business degree, with a focus in Finance or Economics. Enrollment in the CPA Professional Education Program, the Chartered Business Valuator, or the Chartered Financial Analyst program.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred