



JOB TITLE: Trade Finance Analyst

ABOUT NORTH ATLANTIC

North Atlantic is a diverse and growing, province-wide leader in retail gas and convenience, residential, commercial, and wholesale fuels. For over 30 years, we've built our reputation on quality products, extraordinary service and community engagement. With our people first approach, North Atlantic looks for individuals who take initiative and dynamic personalities committed to fostering a strong team environment. We want people who are known for their positive attitude, authentic communications and personal drive. *Great people. Great products.* That's the North Atlantic difference.

For more information about the North Atlantic, please visit www.northatlantic.ca

Position Overview

The Trade Finance Analyst will report to the Assistant Controller and will be responsible for ensuring the timely issuance of trade finance instruments and the collection of information for banking institutions to properly finance purchase transactions. They will have the research and communication skills necessary to reach out to vendors, banks, and management to ensure that trade finance documents fulfill the needs and standards of all stakeholders. They will analyze petroleum deals, the associated forecast future cash flows, and related financing.

The Trade Finance Analyst will be responsible for managing the borrowing base of the lending facility to maximize availability and reducing borrowing costs, calculate daily hedge requirements and complete market price analysis on a daily/weekly/monthly basis. If you have the drive and experience and are looking for an opportunity to work with a diverse and growing company, please submit your cover letter and resume to North Atlantic.

Duties and Responsibilities:

- Issuance of letters of credit (LC) for purchases
- Liaising with vendors
- Liaising with banks to finance transactions and answer all relevant questions
- Checking contracts for workability from a finance perspective
- Monthly management and reporting of inventory via borrowing base calculation, as well as an ad-hoc refresh of the availability balance
- Cooperation with broker to ensure terms and changes are acceptable to finance team
- Communicate document requirements of upcoming cargo purchases
- Receive and distribute shipping documents as required by the trade finance contract
- Regular monitoring of outstanding LCs to ensure timely cancellation or reductions, ensuring that the credit lines are reduced accordingly
- Executes daily hedge orders and hedge reconciliations
- Manages the hedging account with monthly analysis and commentary
- Provide hedge recommendations to reduce risk and financial exposure
- Prepare daily/weekly/monthly market price analysis with commentary to management
- Maintain forecast future cash flows relating to petroleum deals



- Establish and maintain effective working relationships with both internal and external stakeholders
- Other duties as required

Qualifications:

- Degree or diploma in administration, business, finance, or a related field, equivalent education and experience may be considered
- CPA or CFA designation is considered an asset
- 2+ years' experience with trade finance or financial institutions
- Understanding of accounting systems
- Great communication skills
- Knowledge of MS Office such as Excel, Outlook and word is essential
- Ability to prioritize and manage conflicting demands
- Growth mindset, with a passion for learning
- Collaborative with an ability to cultivate relationships and networks
- Agile, technically savvy, with a knack at creating solutions
- Creative thinker with a unique ability for resourcefulness

North Atlantic is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

(*benefits vary based on employment status)

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to careers@northatlantic.ca.

Candidates are encouraged to apply by **4:30 pm Friday October 28, 2022.**