



## **Senior Analyst, Subsidiary Governance**

One Regular Full-Time Position Available

CIBC is a leading Canadian-based global financial institution. Through our three major businesses – Retail and Business Banking, Wealth Management and Wholesale Banking – we provide a full range of financial products and services to 11 million individual, small business, commercial, corporate and institutional clients in Canada and around the world. We invest in our businesses, our clients, our people and our communities to deliver consistent and sustainable earnings to our shareholders. To learn more about CIBC’s Lines of Business, please visit our [website](#).

CIBC delivers access to career and development opportunities, safe and healthy workplaces, effective training, and positive work-life balance – so that employees are able to perform at their best, contribute to their communities and focus on cultivating deeper relationships with our clients.

Every year, CIBC is recognized for its business [success](#), community commitment and employee initiatives. We are proud of this success and are committed to creating an inclusive workplace and an environment where all employees can excel.

To learn more about CIBC and the CIBC Group of Companies please visit [CIBC.com](#).

### **Job Overview**

The Senior Analyst Subsidiary Governance is accountable for compliance with non-financial corporate regulatory filings for CIBC and its subsidiaries to support the achievement of CIBC’s overall corporate strategic objective of managing increasing regulatory risks, including research and benchmarking on emerging industry practices and regulatory changes. The role acts as subject matter expert on bank and subsidiary delegation of signing authority, to identify and escalate process or non-compliance issues and offer practical and time sensitive solutions. The role provides key support to the Senior Director and the Subsidiary Governance team in the delivery of corporate secretarial services to the Boards of Directors and senior management of CIBC subsidiaries, which includes well-organized planning and execution of many aspects of subsidiary board and shareholder meetings. This also includes the independent management of the creation, organization and maintenance of subsidiary corporate records and creation and maintenance of process documentation.

### **What You’ll be Doing**

#### **Regulatory Compliance**

- Provide timely and accurate compliance with non-financial regulatory reporting requirements for CIBC and assigned subsidiaries
- Conduct research to monitor and comply with changing regulatory/legal developments as they pertain to the position, assess potential impact on

processes and recommend and discuss means to consistently and successfully implement the changes

- Liaise and communicate effectively and proactively with external law firms across Canada to coordinate their appointment, fees and services for CIBC and assigned subsidiaries
- Develop and maintain tracking tools and procedure documents as required, benchmark and information gather to update enterprise-wide legal entity database to facilitate timely completion of filings to avoid potential sanctions, penalties or fines and to provide peers and infrastructure partners with timely response to requests for corporate information

### **Board Services / Legal Entity Record Keeping and Reporting**

- Communicate effectively and proactively with executive officers acting as subsidiary board members and their support staff to coordinate meeting schedules and delivery of related materials
- Utilize and update as appropriate procedural documents and corporate records to comply with regulatory requirements and Board mandates
- Partner with Legal and external counsel to draft required resignations, declarations, resolutions and filings
- Compose moderately complex communications and reports including identifying and researching as required background information from appropriate resources
- Independently manage timely planning and execution of all aspects of annual general meetings for non-active subsidiaries, including developing and maintenance of control tools for tracking deliverables against deadlines and partnering with Retail/Wholesale Banking and Finance to provide instruction and coordination regarding the subsidiary annual financial statement approval process

### **Delegation of Signing Authorities**

- Act as subject matter expert and main point of contact in Canada, the UK, Asia and the US to proactively assess client's needs, identify issues, suggest solutions and work collaboratively with internal partners, including Legal, Internal Control and Compliance, to respond to requests relating to signing authority and recommend solutions to incidental issues

### **General**

Acts as a key contributor to:

- assess and identify issues and recommend and initiate improvements to enhance efficiency and effectiveness of Division operational processes and procedures
- conduct research projects as assigned, including preparation of report on findings along with recommendations if required
- provide training and instruction to new or junior department employees on corporate return procedures, file management and EnGlobe data entry and data manipulation

- Support the execution of enterprise-wide or special initiatives, perform research, develop tools/ trackers, create analysis documents, coordinate collection of supporting documents and liaise with business partners across the organization
- Participate as an active member of enterprise-wide committees and councils (e.g. Subsidiary Governance Group) and pro-actively cascade messages and required actions to the Corporate Secretary's Division as required
- Provide support to the Senior Director and Assistant Corporate Secretary

### **What We're Looking For**

- Strong interpersonal and communication (written and verbal) skills to interact with people at all levels
- Strong time management skills, with ability to work independently, efficiently and to high standards
- Flexible and able to adapt to changing priorities and demands of unplanned work while ensuring that critical timelines and deadlines are adhered to
- Detail oriented and service focused
- Strong administrative skills including the ability to develop and implement operational processes
- Strong analytic, organization and research skills
- Strong technical skills with Microsoft Office Programs (Outlook, Word, Excel) and with EnGlobe
- Decisive with good judgment
- Pro-active and positive approach to work and team assignments
- professional
- Work experience in Corporate Secretarial, legal or regulatory compliance environment

### **What CIBC Can Offer You**

- Flexible health benefits, stock purchase options, competitive incentive pay and recognition programs
- Competitive salary and banking benefits
- Career growth, development and continuous learning opportunities
- Opportunity to be involved in CIBC events that help our communities
- Click to learn more about [Rewards & Recognition](#), [Learning & Development](#), and [Employee Community Involvement](#)

### **What You Should Know**

- Must be legally eligible to work in Canada at the location(s) specified above and, where applicable, must have a valid work permit or study permit that allows the candidate to fulfill the requirements of the role