



VP, Finance & Operations – Investment Management

About Colliers:

Colliers (NASDAQ, TSX: CIGI) is a leading diversified professional services and investment management company. With operations in 66 countries, Colliers employs more than 19,000 professionals that work collaboratively to provide expert real estate and investment advice to clients. For over 28 years, Colliers' experienced leadership with significant inside ownership has delivered compound annual investment returns of approximately 20% for shareholders. With annual revenues of \$4.5 billion and \$98 billion of AUM, Colliers maximizes the potential of property and real assets to accelerate the success of its clients, investors and people.

The Role:

Colliers is seeking a highly experienced finance executive to build out a public company quality finance function for its rapidly growing Investment Management (IM) division. The successful candidate will report to the Co-CIO and lead of the IM platform and will have constant interaction with the leaders of the IM division, the finance leaders of the division's five business units, and the CFO of Colliers and his team.

Responsibilities:

Financial accounting, tax and treasury (40%)

- Standardize an IM-specific chart of accounts
- Implement and operate an IM division sub-consolidation system
- Accounting policy oversight, particularly IM-specific policies (performance fees, variable interest entities, etc.)
- Oversee IM division tax and treasury matters
- Implement internal controls over financial reporting processes across the IM division

Internal reporting, budgeting, forecasting (20%)

- Lead IM division financial planning and analysis function
- Work collaboratively with business unit leaders to produce and review monthly KPI reports as well as forecasts
- Build process for monthly and quarterly reporting
- Lead IM division annual budgeting process

External reporting and investor materials (20%)

- Collaborate with Colliers CFO and his team to generate detailed quarterly financial statements and IM division metrics
- Build process for quarterly IM external shareholder and LP summary decks
- Monitor and analyze public disclosures (including KPIs) of peer group companies

Strategy/Operations (20%)

- Work collaboratively with IM division leadership team to support the execution of strategic projects including new product forecasting, strategic initiative capital requirements & returns, compensation & incentive forecasting, etc.
- Build KPI benchmarking process and expense analysis across the platform
- Capital allocation and acquisition support for CEO & Co-CIO in relation to IM division

Requirements and Fit Criteria:

- Professional accounting designation or Masters degree in Finance
- 10+ years of work experience, with 5+ years in a corporate environment (investment/asset management and public company experience preferred)
- Financial planning and analysis skills (in asset management preferred)
- Operational finance experience (in asset management preferred)
- Experience managing and building a team
- Experience implementing and operating finance and consolidation systems
- Solid understanding of treasury, tax and internal audit functions
- Proficiency in technical accounting (IM and US GAAP knowledge a definite asset)
- Understanding of public company reporting and internal control environment (in asset management preferred)
- Entrepreneurial spirit, growth mindset, proactive - always acting as an owner and looking for ways to add value
- Mature, assertive and with excellent communication skills
- Dynamic, able to manage multi-faceted responsibilities, comfortable navigating ambiguity and working cross functionally
- Detail-oriented with strong analytical skills and a demonstrated ability to find root causes of problems

If you are interested, please forward a copy of your resume to Jordan Elias - jordan@collinsexecutivesearch.com.

All inquiries will be kept strictly confidential.